FREEMAN

PROPERTY LOSS RESEARCH BUREAU
LIABILITY INSURANCE
APRIL 18 -19, 2016
HENRY B. GONZALEZ CONVENTION CENTER
SAN ANTONIO, TX

FREEMAN quick facts

SERVICE INFORMATION

BOOTH EQUIPMENT

Each 10' x 10' booth will be set with 8' high red, gray and orange back drape, 36" high red side dividers, and a 7" x 44" identification sign.

EXHIBIT HALL CARPET

All aisles will be carpeted in tuxedo; However, the exhibit area is not carpeted.

DISCOUNT PRICE DEADLINE DATE

Order early to take advantage of advance order discount rates, place your order by March 25, 2016.

SHOW SCHEDULE

EXHIBITOR MOVE-IN

For more information and helpful hints on pre-show procedures and move-in, please go to www.freemanco.com/preshowFAQ

Saturday	April 16, 2016	8:00 AM	-	5:00 PM
Sunday	April 17, 2016	8:00 AM	-	8:00 PM
Monday	April 18, 2016	6:00 AM	-	8:00 AM

EXHIBIT HOURS

Monday	April 18, 2016	9:30 AM	-	5:30 PM
Tuesday	April 19, 2016	9:30 AM	-	6:00 PM

EXHIBITOR MOVE-OUT

For more information and helpful hints on post-show procedures and move-out, please go to www.freemanco.com/postshowFAQ

Tuesday	April 19, 2016	6:00 PM	-	10:00 PM
Wednesday	April 20, 2016	8:00 AM	-	12:00 PM

We will begin returning empty containers once aisle carpet is removed.

DISMANTLE AND MOVE-OUT INFORMATION

All exhibitor materials must be removed from the exhibit facility by Wednesday, April 20, 2016 at 12:00 PM.
To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check-in by Wednesday, April 20, 2016 at 9:00 AM.

POST SHOW PAPERWORK AND LABELS

Our Exhibitor Services Department will gladly prepare your outbound Material Handling Agreement and labels in advance. Complete the Outbound Shipping form and your paperwork will be available at show site. Be sure your carrier knows the company name and booth number when making arrangements for shipping your exhibit at the close of the show.

SERVICE CONTRACTOR CONTACTS / INFORMATION:

FREEMAN

3323 I H 35 North, Ste 120
San Antonio, TX 78219
(210) 554-2021 fax (469) 621-5611
FreemanSanAntonioES@freemanco.com

FREEMAN EXHIBIT TRANSPORTATION

(800) 995-3579 US & Canada or + (512) 982-4187 Outside the US or +(817) 607-5183
International Shipping Services or fax (469) 621-5810 or email exhibit.transportation@freemanco.com

FREEMAN ONLINE®

Take advantage of discount pricing by ordering online at www.freemanco.com/store by March 25, 2016. Our Internet online ordering service, Freeman Online® is available for your convenience to order all Freeman Services, view show schedule, or print order forms. Once your show is available online you will receive an email which includes a direct link to Freeman Online®. To place online orders you will be required to enter your unique Login ID and Password. If this is your first time to use Freeman Online®, click on the "Login" link to create a new account. To access Freeman Online® without using the email link, visit **www.freemanco.com/store** and click the "Login" link. If you need assistance with Freeman Online® please call our Customer Support Center at (888) 508-5054 Toll Free US & Canada or +1(512) 982-4186 Local & International.

SHIPPING INFORMATION

Warehouse Shipping Address:

Exhibiting Company Name / Booth # _____
PROPERTY LOSS RESEARCH BUREAU - 300734
C/O FREEMAN
3323 IH 35 NORTH, STE 126
SAN ANTONIO, TX 78219

Freeman will accept crated, boxed or skidded materials beginning Friday, March 18, 2016, at the above address. Material arriving after April 08, 2016 will be received at the warehouse with an additional after deadline charge. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 3:30 PM.

Show Site Shipping Address:

Exhibiting Company Name / Booth # _____
PROPERTY LOSS RESEARCH BUREAU - 300734
C/O FREEMAN
HENRY B GONZALEZ CONVENTION CENTER
200 E MARKET ST
SAN ANTONIO, TX 78205

Freeman will receive shipments at the exhibit facility beginning Saturday, April 16, 2016. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility are the responsibility of the Exhibitor.

Please note: All items and materials that must be brought into the facility may be subject to Material Handling Charges and are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendors. Refer to the Material Handling form for charges for this service.

LABOR INFORMATION

Union Labor may be required for your exhibit installation and dismantle. Please carefully read the UNION RULES AND REGULATIONS to determine your needs. Exhibitors supervising Freeman labor will need to pick up and release their labor at the Labor Desk. Refer to the order form for Display Labor for Straight time and Overtime hours.

ASSISTANCE

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at (210) 554-2021.

WE APPRECIATE YOUR BUSINESS!

FREEMAN GENERAL INFORMATION

TRANSLATION SERVICES

Freeman is pleased to offer a new service for our international exhibitors that provides quick interpretation and translation in 150 languages. This service will not only interpret for us on a three way conversation, but also translate emails from customers. To access this feature you may contact Freeman Exhibitor Services at (210) 554-2021 or Freeman's Customer Support Center at (888) 508-5054 Toll Free US & Canada or +1(512) 982-4186 Local & International.

HELPFUL HINTS

SAVE MONEY

Order early to take advantage of advance order discount rates, place your order by March 25, 2016.

AVOID DELAY

Ship early to avoid delays. Shipments arriving late at show site will cost you money, time and business!

SAFETY TIPS

Use a ladder, not a chair. Standing on chairs, tables and other rental furniture is unsafe and can cause injury to you or to others. These objects are not designed to support your standing weight.

Be aware of your surroundings. You are in an active work area with changing conditions during move-in and move-out. Pay attention. Look for obstacles, machinery and equipment that are in use.

Keep your eyes open for scooters and forklifts. The drivers of these vehicles may not be able to see you.

Stay clear of dock areas, trucks and trailers. These areas can be particularly dangerous.

Prevent electrical shocks, falling items and damage to materials. Do not attach items or equipment to the drapes or metal framework provided for your booth. This can cause serious injury or damage to materials.

We discourage children from being in the exhibit hall during installation and dismantle. If children are present during installation and dismantle, they must be supervised by an adult at all times.

Freeman does not ship or handle Hazardous Materials. If any materials you are shipping to the event fall into this category, please contact Freeman to be sure the material will be allowed at the facility and by the association. In addition, if authorized by the facility and the association, you will need to make separate arrangements for the transport and handling of the approved materials, since Freeman will not transport or handle them.

The operation or use of all motorized lifts and motorized material handling equipment for installation/ dismantle of exhibits is NOT permitted by exhibitors or by their exhibitor appointed contractors (EAC's). Thank you for your cooperation.

EXHIBITOR ASSISTANCE

Call Freeman's Exhibitor Services department at (210) 554-2021 with any questions or needs you may have.
For more information and helpful hints on pre-show procedures and move-in, please go to www.freemanco.com/preshowFAQ.

For more information and helpful hints on post-show procedures and move-out, please go to www.freemanco.com/postshowFAQ.

Reducing Your Footprint

Freeman actively engages in green practices within day-to-day operations and is committed to producing events in the most environmentally friendly way possible. Freeman has collaborated with a number of customers to make their events greener and is dedicated to broadening this effort.

Green Tips for Exhibitors

Interested in going Green and saving money with your exhibit booth? Follow these tips to assist you in making your sustainable booth strategies at least cost-neutral, and possibly cost-saving!

Supplies and Ordering

- Order exhibit supplies early and utilize online ordering systems to eliminate paper waste.
- Consider renting a booth from Freeman or buying materials locally, preventing shipping cost and lowering emissions.
- Rent Freeman Classic Carpet which contains recycled content and is also recyclable.
- Provide giveaways made of recycled, responsibly grown natural fiber, nontoxic and biodegradable materials. Ensure giveaways are useful, not merely promotional in nature. Electronic Giveaways, such as free songs from iTunes, coupons and free online Apps are smart and trendy.

Printing, Recycling and Waste Management

- Encourage less printing and provide more information digitally when it comes to booth literature, fulfilling requests via email and website referrals.
- If you need to print, use a local printer in the city where the show will be held and choose paper that contains at least 50% post-consumer recycled content.
- Ask Freeman about new paper-based signage materials that are comparably priced to plastic. There are good alternatives to foam core and PVC which are not as easily recyclable.
- Participate in the exhibit donation program by providing materials that are eligible for donation to local charities, such as pens, bags and notepads.

Shipping and Transportation

- If you must ship materials, planning out your booth in a timely way to meet shipping deadlines can also help maximize consolidation and cost-savings.
- Choose a SmartWay™-certified hauler at no additional cost to ensure your transportation company is practicing sustainable shipping.
- Set a goal to leave no trace behind by shipping out all booth properties and packing materials and donating extra giveaways thereby minimizing any waste for the show.
- If you are attending another trade show that many of your fellow exhibitors are also participating in, ask your General Service Contractor or Show Management to set up a caravan service to save on fuel emissions—and cost of transportation.

Personnel and Best Practices

- Take advantage of local or regional representatives to staff your booth, rather than bringing staff from far away offices, reducing travel cost.
- Bring Green as part of your company message providing recycling bins in your booth and information on what you have done to exhibit in a sustainable way.

These steps can help as we all strive to make smarter and more environmentally sound decisions. For more information on the Freeman Sustainability Initiative, contact Jeff Chase at jeff.chase@freemanco.com.

FREEMAN

3323 I H 35 North, Ste 120
San Antonio, TX 78219
(210) 554-2021 Fax: (469) 621-5611

DISCOUNT PRICE
DEADLINE DATE
MARCH 25, 2016

INCLUDE THIS FORM
WITH YOUR ORDER
PLEASE USE BLACK INK

NAME OF SHOW: **PROPERTY LOSS RESEARCH BUREAU - 300734 / APRIL 18 -19, 2016**

COMPANY NAME: BOOTH #:

ADDRESS: BOOTH SIZE : X

CITY/STATE/ZIP:

PHONE: EXT.: FAX #:

SIGNATURE: PRINT NAME:

CONTACT'S E-MAIL:

E-MAIL FOR INVOICE: ☐ **Check if you are a new Freeman customer**

Invoices will be sent by e-mail; please provide e-mail address of the person who reconciles your invoices if different than contact's email.

METHOD OF PAYMENT

BY SUBMITTING THIS FORM VIA FAX OR POSTAL MAIL OR ORDERING MATERIALS OR SERVICES FROM FREEMAN, YOU AGREE TO BE BOUND BY ALL TERMS & CONDITIONS INCLUDED IN YOUR SERVICE MANUAL.

☐ COMPANY CHECK

Please make check payable to: Freeman
Checks must be in U.S. funds drawn on a U.S. or Canadian bank.(**"U.S. FUNDS"** MUST BE PRE-PRINTED on Canadian checks.)

Please reference (300734) **on your remittance.**

☐ CREDIT/DEBIT CARD

For your convenience, we will use this authorization to charge your credit/debit card account for your advance orders, and any additional amounts incurred as a result of show site orders placed by your representative. These charges may include all Freeman companies, or any charges which Freeman may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. Please complete the information requested below:

☐ BANK TRANSFER

Bank transfer to Bank of America, N.A.; Dallas, TX
Wire Transfer
ABA#: 026009593 ACCT# 1252039192 Freeman
International Wire Transfer
Swift Code: BOFAUS3N ACCT# 1252039192 Freeman
ACH Direct Deposit
ABA#:111000012 ACCT# 1252039192 Freeman

Please reference Name of Show & Booth Number so we can properly credit your account.
Note: Customers are responsible for any bank processing fees.

☐ **AMERICAN EXPRESS** ☐ **MASTER CARD** ☐ **VISA** **FREEMAN NOW ACCEPTS DEBIT CARDS**

ACCOUNT NO.: EXP. DATE:

CARDHOLDER NAME (PRINT): SIGNATURE:

CARDHOLDER BILLING ADDRESS:

CITY/STATE/ZIP:

ENTER TOTALS HERE

FURNISHINGS & ACCESSORIES	CARPET	CLEANING/ SHAMPOOING	PORTER SERVICE	RENTAL EXHIBITS & ACCESSORIES	SIGNS	INSTALLATION LABOR	DISMANTLE LABOR

MATERIAL HANDLING	RIGGING INSTALLATION	RIGGING DISMANTLE	EXHIBIT TRANSPORTATION	HANGING SIGNS	UTILITIES		GRAND TOTAL

- **Remember to order in advance to save time and money. You may place your order by phone, fax, mail, or use our online ordering service at:** www.freemanco.com/store. **We do not accept credit card information via email.**
- **Orders received without payment or after the discount price deadline date will be charged at the standard price.**
- **Copies of invoices may be picked up from the Service Desk prior to show closing.**
- **If you have questions or need assistance with any items not listed, please call and ask for your Exhibitor Services Representative.**

TELL US WHAT YOU THINK

Freeman is committed to providing great customer service. To help us serve you more effectively in the future, please visit the URL address below upon the completion of your show to provide feedback. Your input will provide the insight needed to ensure that our customer service is in line with your expectations.

http://feedback.freemanco.com/?300734

FREEMAN method of payment

FREEMAN
3323 I H 35 North, Ste 120
San Antonio, TX 78219
(210) 554-2021 Fax: (469) 621-5611

FREEMAN third party authorization

PROPERTY LOSS RESEARCH BUREAU - 300734 / APRIL 18 -19, 2016

In order to authorize Freeman to invoice a third party for payment of services rendered to exhibitors, both the exhibiting company and the third party must complete this form and return it at least 14 days prior to show move-in.

EXHIBITING COMPANY AUTHORIZATION OF THIRD PARTY BILLING

"We understand and agree that we, the exhibiting company, are ultimately responsible for payment of charges and agree by submitting this form or ordering materials or services from Freeman, to be bound by all terms and conditions as described in the Terms & Conditions section of this service manual. In the event that the named third party does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the exhibiting company. All invoices are due and payable upon receipt, by either party. The items checked below are to be invoiced to the third party."

BY SUBMITTING THIS FORM VIA FAX OR POSTAL MAIL OR ORDERING MATERIALS OR SERVICES FROM FREEMAN, YOU AGREE TO BE BOUND BY ALL TERMS & CONDITIONS INCLUDED IN YOUR SERVICE MANUAL.

EXHIBITOR NAME: (PLEASE PRINT)

EXHIBITOR SIGNATURE: DATE:

EXHIBITING COMPANY INFORMATION

EXHIBITING COMPANY NAME: BOOTH #:

EXHIBITING COMPANY ADDRESS:

CITY/STATE/ZIP:

PHONE: EXT. FAX:

CONTACT'S E-MAIL:

Indicate which services are to be invoiced to the Third Party:

- ☐ **ALL FREEMAN SERVICES**
- ☐ **I&D LABOR/SUPERVISION**
- ☐ **MATERIAL HANDLING/IN & OUT**
- ☐ **UTILITIES**
- ☐ **FREEMAN EXHIBIT TRANSPORTATION**
- ☐ **RENTAL FURNITURE/CARPET/SIGNS**
- ☐ **BOOTH CLEANING**
- ☐ **OTHER** _____

THIRD PARTY COMPANY INFORMATION

THIRD PARTY COMPANY NAME:

CONTACT NAME:

THIRD PARTY BILLING ADDRESS:

CITY/STATE/ZIP:

PHONE: EXT: FAX:

CONTACT'S E-MAIL:

E-MAIL FOR INVOICE:

Invoices will be sent by e-mail; please provide the e-mail address of the person who reconciles your invoices if different than contact's e-mail.

THIRD PARTY CREDIT/DEBIT CARD AUTHORIZATION

☐ **AMERICAN EXPRESS** ☐ **MASTERCARD** ☐ **VISA** **FREEMAN NOW ACCEPTS DEBIT CARDS**

ACCOUNT NO: EXP. DATE:

CARDHOLDER NAME (PLEASE PRINT): CARD TYPE:

AUTHORIZED SIGNATURE:

CARDHOLDER BILLING ADDRESS:

CITY/STATE/ZIP:

Freeman

TRANSPORTATION COMPLETE

SAVE MONEY NOW!

Freeman's all-inclusive shipping and material handling package means transporting your exhibit materials has never been simpler or as affordable.

Double the convenience... zero surprises.

Package includes:

- Round trip standard ground transportation AND material handling services
- No additional fees, no surprises
- Pick-up and transportation from point of origin to either advance warehouse or show site – your choice.
- Pre-printed shipping labels & outbound paperwork

Benefits:

- Turnkey pricing ensures precise budgeting
- No additional handling, pick-up or delivery fees
- No additional fuel surcharges or overtime surcharges
- No carrier waiting time fees
- Experienced on-site transportation reps from move-in through move-out
- All charges on your Freeman invoice
- LTL (less than truck load) shipping

To take advantage, call 1-800-995-3579 or email exhibit.transportation@freemanco.com for a quote.

*Services apply to destinations anywhere in the Continental U.S.

FREEMAN

INNOVATION DEDICATED TO YOUR BRAND

COMPLETE THIS FORM ONLY IF YOU ARE SHIPPING YOUR EXHIBIT MATERIALS BY FREEMAN EXHIBIT TRANSPORTATION

FREEMAN

(800) 995-3579 Toll Free US & Canada
(817) 607-5100 Local & International

NAME OF SHOW: **PROPERTY LOSS RESEARCH BUREAU - 300734 / APRIL 18 -19, 2016**

COMPANY NAME: BOOTH #: BOOTH SIZE: X

CONTACT NAME : PHONE #:

E-MAIL ADDRESS :

For Assistance, please call applicable number listed above to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

EXHIBIT TRANSPORTATION

TIPS FOR EASY ORDERING

- Credit card information must be on file prior to pick up, as charges will be included on your show services invoice.
- International Exhibitors remember - Shipments originating from countries other than the U.S. must be cleared through customs. Please call for additional information:
  (800) 995-3579 Toll Free US & Canada
  (817) 607-5100 Local & International

COMPLETE THE FOLLOWING ITEMS ON THIS FORM:

PICK UP INFORMATION

Requested Pick Up Date:

SHIPPER NAME

SHIPPER ADDRESS

(City) (State) (Zip)

DESTINATION

☐ I will be shipping to the **WAREHOUSE**

FREEMAN / Exhibiting Company Name / Booth #

PROPERTY LOSS RESEARCH BUREAU - 300734

C/O: FREEMAN
3323 IH 35 NORTH, STE 126
SAN ANTONIO, TX 78219
MUST BE DELIVERED BY APRIL 08, 2016

☐ I will be shipping to **SHOW SITE**
FREEMAN / Exhibiting Company Name / Booth #
PROPERTY LOSS RESEARCH BUREAU - 300734
C/O: FREEMAN
HENRY B GONZALEZ CONVENTION CENTER
200 E MARKET ST
SAN ANTONIO, TX 78205
CANNOT BE DELIVERED BEFORE APRIL 16, 2016

TYPE OF SERVICE

☐ Next Day Air: Delivery next business day by 5:00 PM
☐ Second Day Air: Delivery second business day by 5:00 PM
☐ 3-5 Day Service: Delivery within 3 - 5 business days
☐ Declared Value $ _____

Air Transportation charges are billed by Dimensional or Actual Weight, whichever is greater.

☐ Standard Ground: Dependent on distance
☐ Expedited Ground: Tailored to specific requirements
☐ Specialized: Pad wrapped, uncrated, truck load

SHIPPING INFORMATION

Items to be shipped

Number of Pieces		Est. Weight
____	Crates (wooden)	_____
____	Cartons (cardboard)	_____
____	Cases/Trunks (fiber) (color _____)	_____
____	Skids/Pallets	_____
____	Carpet (color _____)	_____
____	Other (_____)	_____
____	Total	_____

Size of largest piece: (H) _____ (W) _____ (L) _____

NOTE: Shipments will be weighed and measured prior to delivery.

OUTBOUND SHIPPING

☐ I would like to schedule outbound Freeman Exhibit Transportation. Please provide me with a Material Handling Agreement at show site for my shipping instructions and signature. So we may print your Outbound Material Handling Agreement and labels, please complete the following information **if different from pick up address:**

Ship to address:

Number of Labels : _____

FAX THIS COMPLETED FORM VIA:

E-mail:
exhibit.transportation@freemanco.com
or
Fax: (469) 621-5810

A TRANSPORTATION SPECIALIST WILL CALL YOU TO CONFIRM RECEIPT OF ORDER AND FINALIZE DETAILS.

SHOW # (300734)

07/15

FREEMAN exhibit transportation

WHAT ARE FREIGHT SERVICES?

As the official service contractor, Freeman is the exclusive provider of freight services. Material handling includes unloading your exhibit material, storing up to 30 days in advance at the warehouse address, delivering to the booth, the handling of empty containers to and from storage, and removing of material from the booth for reloading onto outbound carriers. It should not be confused with the cost to transport your exhibit material to and from the convention or event. You have two options for shipping your advance freight — either to the warehouse or directly to show site.

How do I ship to the warehouse?

- We will accept freight beginning 30 days prior to show move-in.
- To check on your freight arrival, call Exhibitor Services at the location listed on Quick Facts.
- To ensure timely arrival of your materials at show site, freight should arrive by the deadline date listed on Quick Facts. Your freight will still be received after the deadline date, but additional charges will be incurred.
- The warehouse will receive shipments Monday through Friday, except holidays. Refer to Quick Facts for warehouse hours. No appointment is necessary.
- The warehouse will accept crates, cartons, skids, trunks/cases and carpets. Loose or pad-wrapped material must be sent directly to show site.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.
- Warehouse freight will be delivered to the booth prior to exhibitor set up.
- Please call the number located on Quick Facts if you want to ship oversized material that requires special equipment to the warehouse.

How do I ship to show site?

- Freight will be accepted only during exhibitor move-in. Please refer to Quick Facts for the specific exhibitor move-in dates and times.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.

What about prepaid or collect shipping charges?

- Collect shipments will be returned to the delivery carrier.
- To ensure that your freight does not arrive collect, mark your bill of lading "prepaid."
- "Prepaid" designates that the transportation charges will be paid by the exhibitor or a third party.

How should I label my freight?

- The label should contain the exhibiting company name, the booth number and the name of the event.
- The specific shipping address for either the warehouse or show site is located on Quick Facts.

How do I estimate my Material Handling charges?

- Charges will be based on the weight of your shipment. Each shipment received is considered separately. The shipment weight will be rounded to the next 100 pounds. Each 100 pounds is considered one "cwt." (one hundred weight). All shipments are subject to reweigh.
- On the Order Form, select whether the freight will arrive at the warehouse or be sent directly to show site.
- Next, select the category that best describes your shipment. There are three categories of freight:

  Crated: material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

  Special Handling: material delivered by the carrier in such a manner that it requires additional handling, such as ground unloading, stacked and constricted space unloading, designated piece unloading, loads mixed with pad-wrapped material, loads failing to maintain shipping integrity, and shipments that require additional time, equipment or labor to unload. Federal Express and UPS are included in this category due to theirdelivery procedures.

  Uncrated: material that is shipped loose or pad-wrapped, carpet and / or pad-only shipments, and / or unskidded machinery without proper lifting bars or hooks.
- Add overtime charges for inbound if material is delivered to the booth during the overtime period stated on Quick Facts. This includes both warehouse and show site shipments.
- Add overtime charges for outbound if material is loaded onto the outbound carrier during the overtime period stated on Quick Facts.
- Add the late delivery charge listed on the Order Form if the shipment is accepted at the warehouse or at show site after the deadline date listed on Quick Facts.
- The above services, whether used completely or in part, are offered as a package and the charges will be based on the total inbound weight of the shipment.
- Shipments received without receipts or freight bills, such as UPS and Federal Express, will be delivered to the booth without guarantee of piece count or condition.

What happens to my empty containers during the show?

- Pick up "Empty Labels" at the Service Center. Place a label on each container. Labeled containers will be picked up periodically and stored in non-accessible storage during the show.
- At the close of the show, the empty containers will be returned to the booth in random order. Depending on the size of the show, this process may take several hours.

How do I protect my materials after they are delivered to the show or before they are picked up after the show?

- Consistent with trade show industry practices, there may be a lapse of time between the delivery of your shipment(s) to your booth and your arrival. The same is true for the outbound phase of the show — the time between your departure and the actual pick-up of your materials. During these times, your materials will be left unattended. We recommend that you arrange for a representative to stay with your materials or that you hire security services to safeguard your materials.

How do I ship my materials after the close of the show?

- Each shipment must have a completed Material Handling Agreement in order to ship materials from the show. All pieces must be labeled individually.
- To save time, complete and submit the Outbound Shipping Form in advance, or you may contact the Service Center at show site for your shipping documents. The Material Handling Agreement and labels will be processed and available prior to show closing.
- After materials are packed, labeled, and ready to be shipped, the completed Material Handling Agreement must be turned in at the Service Center.
- Call your designated carrier with pick-up information. Please refer to Quick Facts for specific dates and times. In the event your selected carrier fails to show on final move-out day, your shipment will either be rerouted on Freeman's carrier choice or delivered back to the warehouse at the exhibitor's expense.
- For your convenience, show recommended carriers will be on site to handle outbound transportation.

Where do I get a forklift?

- Forklift orders to install or dismantle your booth after materials are delivered may be ordered in advance or at show site. We recommend that you order in advance to avoid additional charges at show site. Refer to the Order Form for available equipment.
- Advance and show site orders for equipment and labor will be dispatched once a company representative signs the labor order at the Service Center.
- Start time is guaranteed only when equipment is requested for the start of the working day.

Do I need insurance?

- Be sure your materials are insured from the time they leave your firm until they are returned after the show. It is suggested that exhibitors arrange all-risk coverage. This can be done by riders to your existing policies.
- All materials handled by Freeman are subject to the enclosed Terms and Conditions.

Other available services (may not be available in all locations)

- Cranes
- Scissor lifts, condors
- Access storage at show site
- Exhibit transportation services (see enclosed brochure)
- Security storage at show site
- Short-term and long-term warehouse storage
- Local pick-up and delivery
- Priority empty return

FREEMAN
3323 IH 35 North, Ste 120
San Antonio, Texas 78219
Ph: 210/554-2021 • Fax 469/621-5611
FreemanSanAntonioES@freemanco.com

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **PROPERTY LOSS RESEARCH BUREAU - 300734 / APRIL 18 -19, 2016**

COMPANY NAME: BOOTH #:

CONTACT NAME: PHONE #:

E-MAIL ADDRESS:

For Assistance, please call 210-554-2021 to speak with one of our experts.

Let Freeman OnLine® estimate your material handling charges for you. Log on to www.freemanco.com/store, select your show and click on "Estimate My Material Handling Costs". From Freeman OnLine® you can print extra shipping labels, get tips on how to package your freight and much more.

MATERIAL HANDLING SERVICES

CRATED: Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

SPECIAL HANDLING: (See definitions on back) Material delivered by a carrier in such a manner that it requires additional handling, such as ground unloading, stacked or constricted space unloading, designated piece unloading, shipment integrity, alternate delivery location, loads mixed with pad-wrapped material, carpet and/or pad only shipments, no documentation and shipments that require additional time, equipment or labor to unload. **Federal Express, UPS & DHL** are included in this category due to their delivery procedures.

UNCRATED: Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting points.

CARPET OR PAD ONLY: Shipments that consist of loose carpet and/or padding only require additional labor and equipment to unload.

STRAIGHT TIME: 8:00 A.M. to 5:00 P.M. Monday through Friday

OVERTIME: 5:00 P.M. to 8:00 A.M. Monday through Friday, all day Saturday, Sunday, and Holidays
(Overtime will be applied to all freight received at the warehouse and/or show site that must be moved into or out of booth during above listed times.)

Description	Price Per CWT	Minimum
RATE CLASSIFICATIONS:		
Warehouse Shipment (200 lb. minimum)		
Crated or Skidded Shipment	$ 74.00	148.00
Special Handling Shipment	$ 96.25	192.50
Carpet and/or Pad Only Shipment	$ 111.00	222.00
Show Site Shipment (200 lb. minimum)		
Crated or Skidded Shipment	$ 70.00	140.00
Special Handling Shipment	$ 91.00	182.00
Uncrated or Pad Wrapped Shipment	$ 105.00	210.00
Carpet and/or Pad Only Shipment	$ 105.00	210.00
Small Package - Maximum weight is 30 lbs per shipment*		
Per Shipment	$ 40.00	
ADDITIONAL SURCHARGES:		
Shipment Delivered after Deadline Date (in addition to above rates)		
Warehouse Shipment after 04/08/2016	$ 18.50	37.00
Show Site Shipment after 04/18/2016	$ 17.50	35.00
Overtime Charge - Inbound (in addition to above rates)		
Crated or Skidded Shipment	$ 17.50	35.00
Special Handling Shipment	$ 22.75	45.50
Uncrated or Pad Wrapped Shipment	$ 26.25	52.50
Carpet and/or Pad Only Shipment.	$ 26.25	52.50
Overtime Charge - Outbound (in addition to above rates)		
Crated or Skidded Shipment	$ 17.50	35.00
Special Handling Shipment	$ 22.75	45.50
Uncrated or Pad Wrapped Shipment	$ 26.25	52.50
Carpet and/or Pad Only Shipments	$ 26.25	52.50

***A small package shipment is a shipment totaling any number of pieces with a combined weight not to exceed 30 lbs that is received on the same day, from the same shipper and delivered by the same carrier.

LATE SHIPMENT FEES:
If freight is received in the warehouse during the exhibitor move-in or show hours, there will be an additional late fee per trip of **$150.00**

Description	Weight CWT	Price per CWT	Estimated Total Cost (200 lb. Min.)
	÷ 100 =		
Surcharges	÷ 100 =		
		8.25% Tax	**N/A**
		Total	

FREEMAN material handling

SPECIAL HANDLING DEFINITIONS

for frequently asked questions and material handling estimator tools, go to www.freemanco.com/store

Special handling applies to shipments that are loaded by cubic space and/or packed in such a manner as to require additional labor/handling, such as ground unloading, constricted space unloading, designated piece unloading, carpet/pad only shipments or stacked shipments. Also included are shipment integrity, alternate delivery locations, mixed shipments, and shipments without individual bills of lading. Shipments loaded in this manner require additional time, labor, or equipment, to unload, sort and deliver.

What is Ground Loading/Unloading?
Vehicles that are not dock height, preventing the use of loading docks, such as U-hauls, flat bed trailers, double drop trailers, company vehicles with trailers that are not dock level, etc.

What is Constricted Space Loading/Unloading?
Trailer loaded “high and tight” shipments that are not easily accessible. Freight is loaded to full capacity of trailer – top to bottom, side to side. One example of this is freight that is loaded down one side of a trailer that must be bypassed to reach targeted freight.

What is Designated Piece Loading/Unloading?
Drivers that require the loading crew to bring multiple pieces of the freight to the rear of the trailer to select the next piece, having to remove freight from the trailer then reload to fit or the trailer must be loaded in a sequence to ensure all items fit.

What are Stacked Shipments?
Shipments loaded in such a manner requiring multiple items to be removed to ground level for delivery to booth. Stacked or “cubed out” shipments, loose items placed on top of crates and/or pallets constitute special handling.

What is Shipment Integrity?
Shipment integrity involves shipments on a carrier that are intermingled, or delivered in such a manner that additional labor is needed to sort through and separate the various shipments on a truck for delivery to our customers.

What is Alternate Delivery Location?
Alternative delivery location refers to shipments that are delivered by a carrier that requires us to deliver some shipments to different levels in the same building, or to other buildings in the same facility.

What are Mixed Shipments?
Mixed shipments are defined as shipments of mixed crated and uncrated goods, where the percentage of uncrated is minimal and does not warrant the full uncrated rate for the shipment, but does require special handling. Freeman defines special handling for mixed loads as having less than 50% of the volume as uncrated.

What does it mean if I have “No Documentation”?
Shipments arrive from a small package carrier (including, among others, Federal Express, UPS & DHL) without an individual Bill of Lading, requiring additional time, labor and equipment to process.

What is the difference between Crated and Uncrated Shipments?
Crated shipments are those that are packed in any type of shipping container that can be unloaded at the dock with no additional handling required. Such containers include crates, fiber cases, cartons, and properly packed skids. An uncrated shipment is material that is shipped loose or pad-wrapped, and/or unskidded without proper lifting points.

What about carpet only shipments?
Shipments that consist of loose carpet and/or carpet padding only require additional labor and equipment to unload.

FREEMAN

RUSH

DO NOT DELAY

RECEIVING DATE BEGINS: MARCH 18, 2016

DEADLINE DATE IS: APRIL 08, 2016

TO: _____

EXHIBITOR NAME

C/O: FREEMAN

3323 IH 35 NORTH

STE 126

SAN ANTONIO, TX 78219

WAREHOUSE

PROPERTY LOSS RESEARCH BUREAU

EVENT: _____ ***- 300734***

BOOTH NO: _____ NO. _____ OF _____ PCS

FREEMAN

RUSH

DO NOT DELAY

RECEIVING DATE BEGINS: MARCH 18, 2016

DEADLINE DATE IS: APRIL 08, 2016

TO: _____

EXHIBITOR NAME

C/O: FREEMAN

3323 IH 35 NORTH

STE 126

SAN ANTONIO, TX 78219

WAREHOUSE

PROPERTY LOSS RESEARCH BUREAU

EVENT: _____ - 300734

BOOTH NO: _____ NO. _____ OF _____ PCS

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE.
PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY.
IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE.

FREEMAN

RUSH

DO NOT DELAY

CANNOT DELIVER BEFORE APRIL 16, 2016

TO: _____

EXHIBITOR NAME

C/O: FREEMAN

HENRY B GONZALEZ CONVENTION CENTER

200 E MARKET ST

SAN ANTONIO, TX 78205

SHOW SITE

PROPERTY LOSS RESEARCH BUREAU

EVENT: _____ ***- 300734***

BOOTH NO: _____ NO. _____ OF _____ PCS

FREEMAN

RUSH

DO NOT DELAY

CANNOT DELIVER BEFORE APRIL 16, 2016

TO: _____

EXHIBITOR NAME

C/O: FREEMAN

HENRY B GONZALEZ CONVENTION CENTER

200 E MARKET ST

SAN ANTONIO, TX 78205

SHOW SITE

PROPERTY LOSS RESEARCH BUREAU

EVENT: _____ *- 300734*

BOOTH NO: _____ NO. _____ OF _____ PCS

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE.
PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY.
IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE.

FREEMAN

RUSH

DO NOT DELAY

MUST DELIVER BY APRIL 15, 2016

TO: _____

EXHIBITOR NAME

C/O: **FREEMAN**
3323 IH 35 N, # 126
SAN ANTONIO, TX 78219

HANGING SIGN

PROPERTY LOSS RESEARCH

EVENT: ***BUREAU - 300734***

BOOTH NO._____NO._____OF_____PCS.

FREEMAN

RUSH

DO NOT DELAY

MUST DELIVER BY APRIL 15, 2016

TO: _____

EXHIBITOR NAME

C/O: **FREEMAN**
3323 IH 35 N, # 126
SAN ANTONIO, TX 78219

HANGING SIGN

PROPERTY LOSS RESEARCH

EVENT: ***BUREAU - 300734***

BOOTH NO._____NO._____OF_____PCS.

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE.
PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY.
IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE.

FREEMAN
3323 IH 35 North, Suite 120
San Antonio, Texas 78219
(210) 554-2021 • Fax: (469) 621-5611
FreemanSanAntonioES@freemanco.com

DISCOUNT PRICE DEADLINE DATE
MARCH 25, 2016

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **PROPERTY LOSS RESEARCH BUREAU - 300734 / APRIL 18 -19, 2016**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 210-227-0341 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

HANGING SIGN LABOR AND EQUIPMENT

INSTRUCTIONS

- **Standard prices will apply if the hanging sign is not received by the warehouse shipping deadline date.**
- All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
- All overhead hanging must be assembled, installed, and removed by Freeman. Please refer to the Freeman Terms and Conditions found in the Exhibitors Services Manual as it relates. Please complete the enclosed Labor Order Form for labor to assemble your hanging sign.
- Set up instructions must be provided for signs needing assembly.
- Hanging anchor points must be pre-fabricated and ready for use.
- Overhead hanging signs are to be sent in separate containers directly to advance warehouse using the enclosed Hanging Sign Labels. This container MUST arrive by the warehouse shipping deadline. If these procedures are not followed, Freeman cannot guarantee the hanging of your sign.
- Electrical signs must be in working order and in accordance with the National Electrical Code. ELECTRICAL SERVICE requirements must be ordered in advance on the enclosed ELECTRICAL SERVICE Order Form.
- If any hang point supports over 250 lbs., please contact PSAV at **www.psav.com/sanantonio**.

SIGN DESCRIPTION, SIZE & WEIGHT

- For signs other than banners, include blueprint or drawing with detailed information so hanging anchor points may be determined.

Type: Cloth Banner ____Metal or Wood_____ Other_____

Shape: Square____ Triangle __ Rectangle ____ Other____

Size: Height_____ Length _____ Width _____

Weight of Sign: _____

Does Your Sign Require Electricity _____Assembly_____

Is Your Sign Designed to Rotate? _____Yes _____No
(Initial in the applicable box above)

PLACEMENT DIAGRAM

- Use diagram below to represent your booth space. Indicate how far in from each boundary you would like your sign placed.
- The ceiling structure and relation to the support beams may require your sign to be moved from your specified location.

_____ Feet in from the back Aisle # _____

_____ Feet in from the left Aisle #_____

_____ Feet in from the right Aisle #_____

_____ Feet in from the front Aisle # _____

Number of feet from floor to top of sign: _____

FY 16 ALL - SA

EQUIPMENT AND LABOR RATES TO HANG SIGNS

Straight Time
8:00 A.M. to 5:00 P.M., Monday through Friday

Overtime
6:00 A.M. to 8:00 A.M. & 5:00 P.M. to 12:00 A.M.
Monday through Friday,
ALL DAY SATURDAY, SUNDAY & HOLIDAYS

Crew Size - MINIMUM of two people

Materials
Cable, clamps, etc. additional and charged accordingly

Equipment With Crew

- **Standard prices will apply to all labor orders placed at show site**
- Rates are per lift and crew per hour
- One hour minimum per lift/crew - lift/crew thereafter is charged in half (1/2) hour increments
- Straight time cannot be guaranteed

		Straight Time	Overtime
Condor/Boom	Condor with crew (up to 200 lbs lift capacity)		
	Advance Price	$439.50	$478.75
	Show Site Price	$615.25	$670.25
Additional Crew	Assembly Labor (Per person / Per hour)		
	Advance Price	$78.50	$117.75
	Show Site Price	$110.00	$165.00

Installation Estimate
Condor/Boom/Snorkel

Approx Hours _____ @ Hourly Rate _____ = Total Estimated Cost _____

Additional Crew **Assembly Labor**

Approx Hours _____ @ Hourly Rate _____ = Total Estimated Cost _____

Dismantle Estimate
Condor/Boom/Snorkel

Approx Hours _____ @ Hourly Rate _____ = Total Estimated Cost _____

Additional Crew **Disassembly Labor**

Approx Hours _____ @ Hourly Rate _____ = Total Estimated Cost _____

Supervision for assembly and disassembly of overhead hanging sign can be provided by Freeman, or by your company representative, display house, independent or lighting contractor.

Please indicate method of supervision you require for assembly/ disassembly:
____ Freeman
____ Exhibitor Personnel
____ Display House

Additional crew and/or equipment will be used if the supervisor deems it necessary to safely complete the installation and/or dismantling of a job and it will be charged accordingly.

FREEMAN hanging sign labor

FREEMAN
3323 I H 35 North, Ste 120
San Antonio, TX 78219
(210) 554-2021 Fax: (469) 621-5611
FreemanSanAntonioES@freemanco.com

PLEASE INCLUDE THIS FORM
WITH YOUR HANGING SIGN
ORDER FORM

STRUCTURAL INTEGRITY STATEMENT
THIS FORM MUST BE RETURNED
FOR ALL SUSPENDED STRUCTURES

_____, the contracted exhibitor at the **PROPERTY LOSS RESEARCH BUREAU - 300734 / APRIL 18 -19, 2016** and (if applicable), the display house or builder for the aforementioned exhibitor, do hereby certify and guarantee that the stress points for the hanging structure have been properly engineered and tested. We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures.

We hereby release, indemnify and forever hold harmless the **ASSOCIATION, HENRY B GONZALEZ CONVENTION CENTER, FREEMAN,** and its subsidiaries, their directors, officers, employees, representatives, agents and contractors from and against any and all liability, claims, damage, loss, fines, or penalties arising from the installation, use or dismantling of this structure. All hang points supporting in excess of 200 lbs. may be verified (metered) on site at exhibitor's expense.

Exhibiting Company: _____ Booth #:_____

Authorized Signature: _____

Printed Name: _____ Date:_____

E-Mail: _____

Display House/Builder (if applicable): _____

Authorized Signature: _____

Printed Name: _____ Date:_____

E-Mail: _____

Complete and return form to address listed at the top of this form.

FREEMAN structural integrity statement

FREEMAN
3323 I H 35 North, Ste 120
San Antonio, TX 78219
(210) 554-2021 Fax: (469) 621-5611
FreemanSanAntonioES@freemanco.com

OUTBOUND MATERIAL HANDLING AND SHIPPING LABELS

FREEMAN outbound shipping

NAME OF SHOW: **PROPERTY LOSS RESEARCH BUREAU - 300734 / APRIL 18 -19, 2016**

COMPANY NAME: BOOTH #: BOOTH SIZE: X

CONTACT NAME : PHONE #:

E-MAIL ADDRESS :

For Assistance, please call (210) 554-2021 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

EVERY OUTBOUND SHIPMENT WILL REQUIRE A MATERIAL HANDLING AGREEMENT AND LABELS. WE WOULD BE HAPPY TO PREPARE THESE FOR YOU IN ADVANCE AND WILL DELIVER THEM TO YOUR BOOTH AT SHOW SITE TO REVIEW AND SIGN. TO TAKE ADVANTAGE OF THIS SERVICE, PLEASE COMPLETE AND RETURN THIS FORM.

SHIPPING INFORMATION

FROM: SHIPPER/EXHIBITOR NAME:

BILLING ADDRESS:

CITY: STATE/ PROVINCE: ZIP/ POSTAL CODE:

SHIP TO: COMPANY NAME:

DELIVERY ADDRESS:

CITY: STATE/ PROVINCE: ZIP/ POSTAL CODE:

PHONE#: ATTN:

SPECIAL INSTRUCTIONS:

METHOD OF SHIPMENT

PLEASE CHECK DESIRED METHOD OF SHIPMENT BELOW

FREEMAN EXHIBIT TRANSPORTATION

- ☐ 1 Day: Delivery next business day
- ☐ 2 Day: Delivery by 5:00 P.M. second business day
- ☐ Expedited
- ☐ Deferred: Delivery within 3-4 business days
- ☐ Standard Ground
- ☐ Specialized: Pad wrapped, uncrated, or truckload

☐ OTHER COMMON CARRIER

☐ OTHER VAN LINE

☐ OTHER AIR FREIGHT

☐ Next Day ☐ 2nd Day ☐ Deferred

CARRIER PHONE #:

Once your shipment is packed and ready to be picked up, please return the Material Handling Agreement to the Exhibitor Services Center.

Verify the piece count, weight and that a signature is on the Material Handling Agreement prior to shipping out.

SHIPMENTS WITHOUT PAPERWORK TURNED IN WILL BE RETURNED TO OUR WAREHOUSE AT EXHIBITOR'S EXPENSE.

Freeman will make arrangements for all Freeman Exhibit Transportation shipments. Arrangements for pick-up by other carriers is the responsibility of the exhibitor.

DESIRED NUMBER OF LABELS:

FURNISHING essentials

seating

When it comes to basic seating needs, look no further than Freeman. Our wide array of well-designed modern chairs, armchairs and stools will serve any exhibitor's show space requirements.

diva series
Natural blonde wood and matte chrome finish highlight this sleek Italian design.

diva counter stool
17"W 16"L 36"H – N71092
The intermediate 25"seating height makes this stool ideal for theater or demo areas.

diva chair
18"W 16"L 31"H – N71091
A natural complement to modern exhibit designs.

gray gaslift stool
24"W 20"L 46"H
With Arms – N71048
No Arms – N71047

gray gaslift chair
26"W 20"L 38"H
With Arms – N71046
No Arms – N71045

Telescoping height adjustment; five-caster base rolls with ease.

seating

cherry barrel chair

Cranberry or Taupe

23"W 22"L 29"H – N71038

Traditional style in a cherry finish with classic fabric pattern options.

executive chair

Black Tweed

28"W 25"L 45"H – N71044

black diamond side chair

21"W 23"L 32"H – N71089

black diamond armchair

20"W 21"L 33"H – N71090

diplomat chair

Black Diamond Fabric

25"W 28"L 36"H – N710144

Comfortable, yet compact for office or conference table seating.

seating

limerick® stool by Herman Miller
Gray
18"W 17.75"L 44"H – C210109

limerick® chair by Herman Miller
Gray
18"W 17.75"L 33"H – C210108

black diamond stool
22"W 18"L 46"H – N71088

lounge seating

Give your exhibit a casual yet practical look with Freeman's superior lounge seating. Pick from a large selection of couches, loveseats, chairs and barstools that are sure to take your exhibit design to the next level.

signature loveseat
Black
33"W 60"L 33"H – N73091
Deeply comfortable sofa-style seating in a sleek, contemporary shape.

signature chair
Black
33"W 35"L 33"H – N71093

tables

What Freeman always brings to the table is professionalism, and nothing says more about your meeting space and/or show site than your surfaces and tabletops. Choose from modern glass conference tables, traditional cocktail, end tables and much more.

glass conference table

Black or Chrome Pedestal
42"W 42"L 30"H – N72015
Rounded square glass top is supported by stylish metal frame in a choice of two colors.

cherry cocktail table

19"W 36"L 17"H – N72026

cherry end table

20"W 20"L 20"H – N72027

Milano Table *(page 7)*
Diplomat Chair *(page 3)*

tables

pedestal tables

A range of table-top sizes and materials with pedestals in various heights to fit any space.

soho series

Black-Top Mini	18" Round 18"H	N72066
Black-Top Café	24" Round 30"H	N72069
Black-Top Bistro	24" Round 42"H	N72070
Black-Top Café	36" Round 30"H	N72067
Black-Top Bistro	36" Round 42"H	N72068

chelsea series

Butcher Block-Top Café	30" Round 30"H	N72063
	36" Round 30"H	N72064
Butcher Block-Top Bistro	30" Round 42"H	N720163
	36" Round 42"H	N720164

metro series

Black

slate end table
20"W 20"L 17"H – N72029

slate cocktail table
20"W 40"L 15"H – N72028

studio series

black end table
17"W 17"L 18"H – C115104

black cocktail table
36"W 20"L 15"H – C115103

office furniture

When it's time to set up office, Freeman offers a wide selection of superior, professional pieces in eye-catching shapes and styles to suit any budget and/or design essential. From classic credenzas and bookcases to professional seating, we've got all your office furniture requirements.

office series

Cherry or Oak

five-foot desk

30"W 60"L 30"H
Cherry – N74061
Oak – N74071

credenza

16"W 60"L 30"H
Cherry – N74064
Oak – N74074

bookcase

12"W 36"L 72"H
Cherry – N74065
Oak – N74075

milano table

42"W 84"L 29"H
Blonde Top with Black Base – N72093
Black Top with Black Base – N72092

Freeman's latest seven-foot conference table, featuring clean curved lines and a wealth of work space.

luna table

36"W 72"L 29"H
Black Top with Black Base – N72094

This contemporary six-foot conference table or writing desk comes with a black laminate top.

hemingway writing table

Black
24"W 49"L 29"H – N720191

display

Some of the most essential elements of your exhibit are the surfaces on which you display your show materials. That's why we have an appealing variety of displays, from standing cylinders to sleek computer desks to draped table counters, to ensure your show space will be both attractive and interactive.

draped or undraped table counters

Colored draping includes white vinyl top and pleated skirt on three sides. Fourth-side draping is available. Undraped tables include white vinyl tops.

tables (30" height)	**3'**	**4'**	**6'**	**8'**
Draped	C130330	C130430	C130630	C130830
Draped on fourth side			C12404630	C12404830
Undraped	C131330	C131430	C131630	C131830
counters (42" height)				
Draped	C130342	C130442	C130642	C130842
Draped on fourth side			C12404642	C12404842
Undraped	C131342	C131442	C131642	C131842

black *blue* *brown* *dark green*

flax *gold* *gray* *plum*

red *white*

Table-top risers are also available in a variety of sizes. See order form for details.

display

display cubes
Black

12" small
12"W 12"L 42"H – N75030

18" medium
18"W 18"L 36"H – N75031

24" large
24"W 24"L 42"H – N75032

display cylinders
Black

low
30"W 15"H – N75020

medium
18"W 20"H – N75021

high
24"W 36"H – N75022

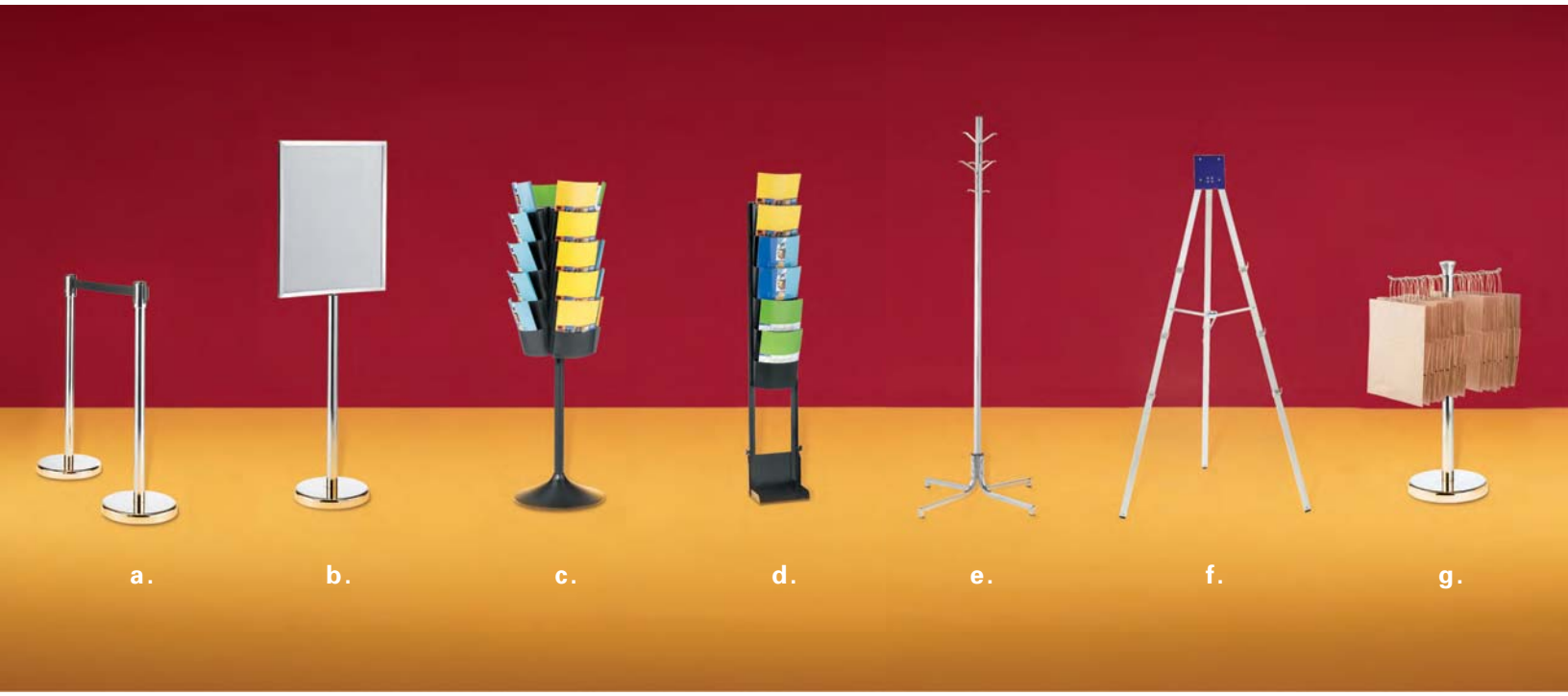
display counter
Black
24"W 49"L 42"H – N72056

orion computer kiosk
Black
28"L 28"D 40.5"H – N75079

Pedestal for computer demo with keyboard tray and interior storage. (Computer not included.)

accessories

We know that every exhibit is different and requires certain pieces that may be hard to find. That's why we offer an assortment of accessories that will meet your needs, from literature racks to bulletin boards to refrigerators and file cabinets. No matter the requirement, your exhibit will always stand out with these striking and functional pieces.



a. chrome stanchion with 8' retractable belt
42"H – C220121

b. chrome sign holder
Holds 22"x 28" sign – C220118

c. round literature rack
17"W 17"L 57"H – N750135
Revolving black display holds printed materials for easy access from 20 pockets.

d. flat literature rack
10"W 55"H – N750136
Forward-facing black display presents printed materials in six pockets.

e. chrome coat tree
C220109

f. chrome easel
C220134

g. chrome bag rack
C220110

special draping
(not pictured)
Special drape is available in a variety of colors. Refer to the order form for details.

accessories

file cabinet with lock
Standard Size

two-drawer
15"W 29"L 28"H – N74082

four-drawer
15"W 29"L 50"H – N74081

floor-standing bulletin board
48"W 96"L 78"H – C10201484

table lamp*
Black
25"H – N75052

small refrigerator*
19"W 19"L 34"H – N75057

wastebasket
Wastebasket color may vary.
C220107

corrugated wastebasket
C220106

**Note: Electrical power must be ordered separately.*

FREEMAN
3323 I H 35 North, Ste 120
San Antonio, TX 78219
(210) 554-2021 Fax: (469) 621-5611
FreemanSanAntonioES@freemanco.com

ONLINE PRICE
DISCOUNT PRICE
DEADLINE DATE

MARCH 25, 2016

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **PROPERTY LOSS RESEARCH BUREAU - 300734 / APRIL 18 -19, 2016**

COMPANY NAME: BOOTH #: BOOTH SIZE: X

CONTACT NAME : PHONE #:

E-MAIL ADDRESS :

For Assistance, please call **(210) 554-2021** to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

FURNISHINGS

CHAIRS

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
____	N71092	Diva Counter Stool	204.95	225.45	286.95	
____	N71091	Diva Chair	190.45	209.50	266.65	
____	N710144	Diplomat Chair	251.50	276.65	352.10	
____	N71038	Cherry Barrel Chair	205.00	225.50	287.00	
		☐ Cranberry ☐ Taupe				
____	N71048	Gray Gaslift Stool w/Arms .	251.50	276.65	352.10	
____	N71047	Gray Gaslift Stool	236.00	259.60	330.40	
____	N71046	Gray Gaslift Chair w/Arms ..	236.00	259.60	330.40	
____	N71045	Gray Gaslift Chair	218.00	239.80	305.20	
____	N71044	Executive Chair	265.00	291.50	371.00	
____	N71089	Black Diamond Side Chair..	105.55	116.10	147.75	
____	N71090	Black Diamond Arm Chair..	144.00	158.40	201.60	

CHAIRS

____	N71088	Black Diamond Stool	134.55	148.00	188.35	
____	C210108	Limerick® Chair..... by Herman Miller	57.00	62.70	79.80	
____	C210109	Limerick® Stool..... by Herman Miller	104.00	114.40	145.60	

LOUNGE SEATING

____	N73091	Signature Loveseat	594.00	653.40	831.60	
____	N71093	Signature Chair	375.70	413.25	526.00	

TABLES

____	N72026	Cherry Cocktail Table.....	164.55	181.00	230.35	
____	N72027	Cherry End Table.....	138.70	152.55	194.20	
____	N72015	Glass Conference Table.....	214.25	235.70	299.95	
		☐ Black ☐ Chrome				
____	N72028	Metro Slate Cocktail Table...	148.00	162.80	207.20	
____	N72029	Metro Slate End Table.....	110.75	121.85	155.05	
____	C115103	Studio Black Cocktail Table.	111.00	122.10	155.40	
____	C115104	Studio Black End Table.....	80.00	88.00	112.00	

TABLES

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Pedestal Tables - SoHo Series						
____	N72066	Black-top Mini 18"W x 18"H	N/A	N/A	N/A	
____	N72069	Black-top Cafe 24"W x 30"H ...	172.00	189.20	240.80	
____	N72070	Black-top Bistro 24"W x 42"H	174.00	191.40	243.60	
____	N72067	Black-top Café Table 36"x30".	176.00	193.60	246.40	
____	N72068	Black-top Bistro 36"W x 42"H ..	187.00	205.70	261.80	
Pedestal Tables - Chelsea Series - Butcher Block Top						
____	N72063	Café Table 30"W x 30"H	172.00	189.20	240.80	
____	N72064	Café Table 36"W x 30"H	172.00	189.20	240.80	
____	N720163	Bistro Table 30"W x 42"H	172.00	189.20	240.80	
____	N720164	Bistro Table 36"W x 42"H	172.00	189.20	240.80	

OFFICE FURNITURE

____	N72093	Milano Table/Blonde Top	386.00	424.60	540.40	
____	N72092	Milano Table/Black Top	386.00	424.60	540.40	
____	N72094	Luna Table/Black Top	267.00	293.70	373.80	
____	N720191	Hemingway Writing Table	336.00	369.60	470.40	
____	N74061	Cherry Desk 5'	523.00	575.30	732.20	
____	N74065	Cherry Bookcase	174.00	191.40	243.60	
____	N74064	Cherry Credenza	398.00	437.80	557.20	
____	N74071	Oak Desk 5'	524.00	576.40	733.60	
____	N74075	Oak Bookcase	174.00	191.40	243.60	
____	N74074	Oak Credenza	403.00	443.30	564.20	

DISPLAY FURNITURE

____	N72056	Display Counter.....	336.40	370.05	470.95	
____	N75079	Orion Computer Kiosk.....	361.00	397.10	505.40	
____	N75030	Black Display Cube/Small.....	207.00	227.70	289.80	
____	N75031	Black Display Cube/Medium....	224.00	246.40	313.60	
____	N75032	Black Display Cube/Large.....	261.00	287.10	365.40	
Display Cylinders						
____	N75020	Black Display Cylinder/Low.	196.00	215.60	274.40	
____	N75021	Black Display Cylinder/Med.	227.00	249.70	317.80	
____	N75022	Black Display Cylinder/Lg....	268.00	294.80	375.20	

furnishing essentials FREEMAN

Take advantage of the Online price by ordering at www.freemanco.com/store before MARCH 25, 2016

Remember to select a color for items with checkboxes. A color will be selected for you if not indicated.

NAME OF SHOW: **PROPERTY LOSS RESEARCH BUREAU - 300734 / APRIL 18 -19, 2016**

COMPANY NAME: BOOTH:: BOOTH SIZE: X

CONTACT NAME : PHONE #:

E-MAIL ADDRESS :

For Assistance, please call **(210) 554-2021** to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

FURNISHINGS

DISPLAY FURNITURE (continued)

Draped Tables - Tables are 30" wide

☐ Black ☐ Blue ☐ Brown ☐ Dark Green ☐ Flax
☐ Gold ☐ Gray ☐ Plum ☐ Red ☐ White

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
____	C130330	Draped Table 3'L x 30"H	86.00	94.60	120.40	
____	C130430	Draped Table 4'L x 30"H	100.00	110.00	140.00	
____	C130630	Draped Table 6'L x 30"H	124.00	136.40	173.60	
____	C130830	Draped Table 8'L x 30"H	144.00	158.40	201.60	
____	C1240463	4th Side Drape 6'L x 30"H...	26.00	28.60	36.40	
____	C1240483	4th Side Drape 8'L x 30"H...	26.00	28.60	36.40	
____	C130342	Draped Counter 3'L x 42"H	134.00	147.40	187.60	
____	C130442	Draped Counter 4'L x 42"H	147.00	161.70	205.80	
____	C130642	Draped Counter 6'L x 42"H	159.00	174.90	222.60	
____	C130842	Draped Counter 8'L x 42"H	184.00	202.40	257.60	
____	C1240464	4th Side Drape 6'L x 42"H..	31.00	34.10	43.40	
____	C1240484	4th Side Drape 8'L x 42"H..	31.00	34.10	43.40	

Undraped Tables - Tables are 30" wide

____	C131330	Undraped Table 3'L x 30"H..	45.00	49.50	63.00	
____	C131430	Undraped Table 4'L x 30"H..	49.00	53.90	68.60	
____	C131630	Undraped Table 6'L x 30"H..	60.00	66.00	84.00	
____	C131830	Undraped Table 8'L x 30"H..	71.00	78.10	99.40	
____	C131342	Undraped Counter 3'Lx42"H	62.00	68.20	86.80	
____	C131442	Undraped Counter 4'Lx42"H	67.00	73.70	93.80	
____	C131642	Undraped Counter 6'Lx42"H	82.00	90.20	114.80	
____	C131842	Undraped Counter 8'Lx42"H	92.00	101.20	128.80	

Table Top Corrugated Risers - Risers are 8" wide

____	C1504100	Black 4'L x 7"H Corrugated Riser.....	29.25	32.20	40.95	
____	C1504101	White 4'L x 7"H Corrugated Riser.....	29.25	32.20	40.95	
____	C1506100	Black 6'L x 7"H Corrugated Riser.....	34.25	37.70	47.95	
____	C1506101	White 6'L x 7"H Corrugated Riser.....	34.25	37.70	47.95	
____	C1508100	Black 8'L x 7"H Corrugated Riser.....	39.50	43.45	55.30	
____	C1508101	White 8'L x 7"H Corrugated Riser.....	39.50	43.45	55.30	

DISPLAY FURNITURE (continued)

Table Top Corrugated Risers - Risers are 8" wide

____	C1504200	Black 4'L x 14"H Corrugated Riser.....	44.75	49.25	62.65	
____	C1504201	White 4'L x 14"H Corrugated Riser.....	44.75	49.25	62.65	
____	C1506200	Black 6'L x 14"H Corrugated Riser.....	54.75	60.25	76.65	
____	C1506201	White 6'L x 14"H Corrugated Riser.....	54.75	60.25	76.65	
____	C1508200	Black 8'L x 14"H Corrugated Riser.....	64.75	71.25	90.65	
____	C1508201	White 8'L x 14"H Corrugated Riser.....	64.75	71.25	90.65	

ACCESSORIES

____	C220121	Chrome Stanchion w/belt ..	103.00	113.30	144.20	
____	C220118	Chrome Sign Holder	82.00	90.20	114.80	
____	N750135	Round Literature Rack	193.00	212.30	270.20	
____	N750136	Flat Literature Rack	165.00	181.50	231.00	
____	C220109	Chrome Coat Tree	46.00	50.60	64.40	
____	C220134	Chrome Easel	44.00	48.40	61.60	
____	C220110	Chrome Bag Rack	101.00	111.10	141.40	
____	220107	Wastebasket	20.00	22.00	28.00	
____	220106	Corrugated Wastebasket.....	10.50	11.55	14.70	
____	N75057	Small Refrigerator	408.00	448.80	571.20	
____	N75052	Black Table Lamp	100.00	110.00	140.00	
____	N74082	File Cabinet/2 Drawer	127.00	139.70	177.80	
____	N74081	File Cabinet/4 Drawer	147.00	161.70	205.80	
____	10201484	Bulletin Board	143.05	157.35	200.25	

Special Drape

☐ Black ☐ Blue ☐ Brown ☐ Dark Green ☐ Flax
☐ Gold ☐ Gray ☐ Plum ☐ Red ☐ White

____	12103	Special Drape 3'H (per ft.) ..	16.50	18.15	23.10	
____	12108	Special Drape 8'H (per ft.) ...	19.50	21.45	27.30	

TOTAL COST

_____ + _____ = _____

Sub-Total 8.125 % Tax Total Cost

Remember to select a color for items with checkboxes. A color will be selected for you if not indicated.

FREEMAN furnishing essentials

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SELECT furnishings

seating

Sit back and relax – your search for comfortable seating is over. Choose from a sleek selection of sofas, loveseats and chairs that are sure to take your exhibit design to the next level.

naples

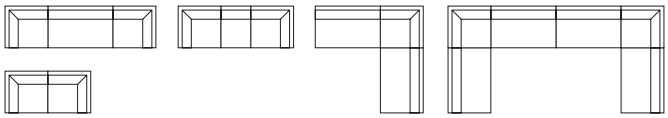
chair
Black Leather
36"L 30"D 28"H – 810119
Powered option – 810120

loveseat
Black Leather
62"L 30"D 28"H – 830120
Powered option – 830122

sofa
Black Leather
87"L 30"D 28"H – 830119
Powered option – 830121

heathrow

possible configurations:



armless chair
Black Leather
24"L 24"D 28"H – 810116

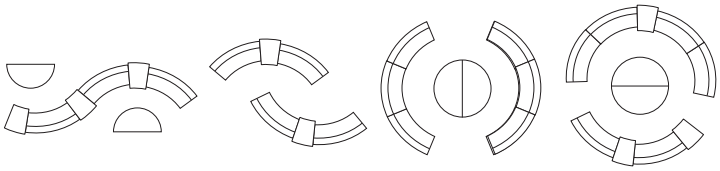
corner chair
Black Leather
24"L 24"D 28"H – 810117

sofa
Black Leather
48"L 24"D 28"H – 830116

See pages 15 and 16 for all Powered options.

south beach

possible configurations (featuring the half round ottomans from page 5):



sofa
Platinum Suede
69"L 29"D 33"H – 8301

ottoman
Platinum Suede
25"L 31"D 18"H – 8151

key west

loveseat
Black Fabric
57"L 35"D 33"H – 8307

sofa
Black Fabric
85"L 35"D 33"H – 8306

tub chair
Black Fabric
31"L 31"D 31"H – 8103

seating

allegro

chair
Blue Fabric
36"L 34.5"D 30"H – 81019

sofa
Blue Fabric
73"L 34.5"D 29.5"H – 83015

tangiers

chair
Beige Fabric
34"L 37"D 36"H – 810118

sofa
Beige Fabric
78"L 37"D 36"H – 830118

roma

chair
White Vinyl
37"L 31"D 33"H – 81020
Powered option – 81021

sofa
White Vinyl
78"L 31"D 33"H – 83016
Powered option – 83017

See pages 15 and 16 for all Powered options.

casual seating

Look no further for a great variety of informal, modern seating options. Here you will find chairs, sofas, stools, ottomans – even sophisticated bar sets – that turn exhibits into destinations.

ottomans

endless square

Black Leather – 815123
White Leather – 815122
34"L 34"D 15"H

half round ottoman

White Leather – 81514
Black Leather – 81513
72"L 36"D 17"H

ottoman bench

Black Leather – 815121
White Leather – 815120
60"L 20"D 18"H

leather cube

Black Leather – 81512
White Leather – 81511
17"L 17"D 18"H

edge LED cube

High Density Plastic
20"L 20"D 20"H – 81526

ottomans

vibe cube
Blue Vinyl – 81518
Pink Vinyl – 81520
Red Vinyl – 81519
Yellow Vinyl – 81517
Orange Vinyl – 81525
18"L 18"D 18"H

occasional chairs

madrid chair
Black Leather/Chrome
30"L 30"D 31"H – 8102

madrid chair
White Leather/Chrome
30"L 30"D 31"H – 810816

meeting chair (espresso)
Bonded Leather/Wood Legs
25.5"L 23.5"D 34"H – 810835

meeting chair (taupe)
Microfiber/Wood Legs
25.5"L 23.5"D 34"H – 810836

occasional chairs

t-vac chair
Translucent/Chrome Legs
25"L 23"D 30"H – 8101

swanson chair
White Vinyl
28"L 25"D 18"H – 810875

ICE side chair
Transparent/Chrome Legs
17.25"L 20"D 32"H – 810814

fusion chair (white/black)
White/Black High Density Plastic
19"L 21"D 32"H – 810838

christopher chair
White Vinyl/Chrome
17"L 19"D 35"H – 810846

rustique chair with arms
Gunmetal
20"L 18"D 31"H – 810841

occasional chairs

razor armless chair
White High Density Plastic
15.38"L 15.5"D 30.5"H – 810837

new york chair
Onyx/Maple Wood/Chrome
23"L 32"D 33"H – 81090

panton chair
White Plastic
20"L 24"D 33"H – 81017

madden chair
Light Gray Vinyl
27"L 32"D 33"H – 810843

wendy chair
Clear Acrylic
15"L 19.7"D 35.8"H – 810847

berlin stack chair
White & Red Plastic/Chrome – 810811
White & Black Plastic/Chrome – 810810
18"L 22"D 32"H

conference chairs

luxor executive chair
Black Leather
27"L 28"D 47"H
Adjustable – 810807

labrea chair
Charcoal Gray Fabric
35"L 27"D 40"H – 810874

pro executive chair
White Vinyl
27.5"L 27.5"D 45.7"H – 810844

perth highback chair
Black Leather/Chrome
23"L 21"D 43"H
Adjustable – 810813

altura conference/ guest chair
Black Fabric/Black Steel
25"L 20"D 34"H – 81063

flex chair
Black Plastic/Chrome
24"L 22"D 31"H – 81018

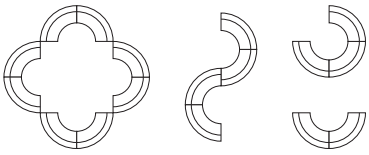
altura junior executive chair
Black Fabric
25"L 25"D 37"H
Adjustable – 81073

bars & barstools

martini bar

Gray metal rounded bar with frosted glass top and chrome legs
67"L 50"D 47"H – Radius 76.5" – 8501

possible configurations:



lift hydraulic barstool

Gray Vinyl/Chrome – 810872
Red Vinyl/Chrome – 810873
Black Vinyl/Chrome – 810871
White Vinyl/Chrome – 810870
15" Round 23-33.5"H Adjustable

Tables in coordinating colors are available upon request.

bars & barstools

rustique barstool
Gunmetal
13"L 13"D 30"H – 810839

ICE barstool
Transparent/Chrome Legs
16.75"L 16"D 37.75"H – 810815

oslo barstool
Blue Plastic/Chrome – 810200
White Plastic/Chrome – 810201
17"L 20"D 30"H

zoey barstool
White Vinyl/Chrome – 810840
Black Vinyl/Chrome – 810834
15"L 17"D 31-35"H

banana barstool
White Vinyl/Chrome – 810103
Black Vinyl/Chrome – 810104
21"L 22"D 30"H

gin barstool
Maple Wood/Chrome
16"L 16"D 29"H – 810505

Tables in coordinating colors are available upon request.

bars & barstools

jetson barstool
Black Vinyl/Black Steel
18"L 19"D 29"H – 810706

shark swivel barstool
White Plastic/Chrome
22"L 19"D 34-44"H
Adjustable – 810202

Tables in coordinating colors are available upon request.

tables

Bring professionalism to the table with our sleek variety of surfaces and tabletops.

Choose from modern glass tops and more.

occasional end & cocktail tables

candy table
White Plastic/Black Laminated Top
18"L 18"D 18"H – 82056

aura round table
White Metal
15" Round 22"H – 820844

edge LED lighted table
White Plastic/Clear Acrylic Top
20"L 20"D 20"H – 82057

occasional end & cocktail tables

silverado

end table
Tempered Glass/Painted Steel
24" Round 22"H – 82015

table
Tempered Glass/Painted Steel
36" Round 17"H – 82014

inspiration

end table
Tempered Glass/Painted Steel
24"L 28"D 22"H – 82023

table
Tempered Glass/Painted Steel
42"L 28"D 18"H – 82022

geo

end table
Glass/Black Steel – 82025
Glass/Chrome – 82035
26"L 26"D 20"H

table
Glass/Black Steel – 82024
Glass/Chrome – 82034
50"L 22"D 16"H

sydney

end table
Black Laminate/Brushed Steel – 82054
White Laminate/Brushed Steel – 82055
27"L 23"D 22"H

table
Black Laminate/Brushed Steel – 82052
White Laminate/Brushed Steel – 82053
48"L 24"D 18"H

conference tables

nova white oval table
White Laminate/Chrome
71"L 35.5"D 29"H – 82060

geo conference table
Glass/Black Steel – 82041
Glass/Chrome – 82051
60"L 36"D 29"H

communal table (maple with grommets)
Laminate/Metal
72"L 26"D 30"H – 82058
72"L 26"D 42"H – 82059

manhattan table
Glass/Black Steel
42" Round 29"H – 82033

communal table (maple)
Laminate/Metal
72"L 26"D 30"H – 82067
72"L 26"D 42"H – 82068

communal table (white)
Laminate/Metal
72"L 26"D 30"H – 82063
72"L 26"D 42"H – 82066

conference tables

42" round white conference table
White Laminate
42" Round – 820708

computer desk / table

work desk
White Laminate
48"L 24"D 30"H – 820706

merlin table
Gray Laminate
46"L 29"D 30"H – 820707

powered

All powered options will have an adapter included with rental.

Additional adapters can be ordered separately.

powered seating

naples chair, powered*

Black Vinyl

36"L 30"D 28"H – 810120

power panel detail

naples loveseat, powered*

Black Vinyl

62"L 30"D 28"H – 830122

power panel detail

naples sofa, powered*

Black Vinyl

87"L 30"D 28"H – 830121

power panel detail

roma chair, powered*

White Vinyl

37"L 31"D 33"H – 81021

power panel detail

roma sofa, powered*

White Vinyl

78"L 31"D 33"H – 83017

power panel detail

**Electrical power must be ordered separately.*

powered tables

G30 cocktail table, powered*
White Top
72"L 26"D 18"H – 82070

G30 café table, powered*
White Top
72"L 26"D 30"H – 82071

G30 bar table, powered*
White Top
72"L 26"D 42"H – 82072

powered product pedestals

powered locking pedestal, 36"
Black – 85060
White – 85061
24"L 24"D 36"H

powered locking pedestal, 42"
Black – 85062
White – 85063
24"L 24"D 42"H

power panel detail

adapters

4–way charging adapter*
Black – 850800
White – 850801
36"L

All powered options will have one adapter included per power panel. Additional adapters can be ordered with the rental.

**Electrical power must be ordered separately.*

product display

etagere
Black – 850604
Pewter – 850605
30"L 16"D 70"H

locking door pedestal
Black Laminate
24"L 24"D 42"H – 85078
Powered Option – 85062

lighting

mason table lamp*
White/Brushed Silver
16" Round 26"H – 850707

mason floor lamp*
White/Brushed Silver
18" Round 55"H – 850708

refrigerators

refrigerator*
White
14.0 cubic feet
20"L 30"D 65"H – 8503001

**Electrical power must be ordered separately.*

See pages 15 and 16 for all Powered options.

tablet stand

mobile tablet stand

White – 850714
Black – 850715
14"L 13"D 44.5"H

The Mobile Tablet Stand will adjust to fit any tablet with dimensions of at least 6.75"x 9.375" but not larger than 8.5"x 12.5", including Apple iPad, Samsung Galaxy Tab and Lenovo IdeaPad.

tablet stand accessories

brochure holder*

Black – 850711
8.625"L 1.1"D 11.325"H

wireless printer holder*

Black – 850712
3.3"L 1.9"D 5.28"H

charging shelf*

Black – 850713
14.85"L 7.17"D 1"H

**To be ordered with the tablet stand.*

FREEMAN
3323 I H 35 North, Ste 120
San Antonio, TX 78219
(210) 554-2021 Fax: (469) 621-5611
FreemanSanAntonioES@freemanco.com

ONLINE PRICE
DISCOUNT PRICE
DEADLINE DATE

MARCH 25, 2016

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **PROPERTY LOSS RESEARCH BUREAU - 300734 / APRIL 18 -19, 2016**

COMPANY NAME: BOOTH #: BOOTH SIZE: X

CONTACT NAME : PHONE #:

E-MAIL ADDRESS :

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
SEATING						
Naples Group - Black Leather						
	810119	Chair	423.00	465.30	592.20	
	830120	Loveseat	578.00	635.80	809.20	
	830119	Sofa	640.00	704.00	896.00	
Heathrow Group -Black Leather						
	810116	Armless Chair	321.00	353.10	449.40	
	810117	Corner Chair	374.00	411.40	523.60	
	830116	Sofa	552.00	607.20	772.80	
South Beach Group - Platinum Suede						
	8301	Sofa	560.00	616.00	784.00	
	8151	Ottoman	236.00	259.60	330.40	
Key West Group - Black Fabric						
	8307	Loveseat	441.00	485.10	617.40	
	8306	Sofa	501.00	551.10	701.40	
	8103	Tub Chair	350.00	385.00	490.00	
Allegro Group - Blue Fabric						
	81019	Chair	342.00	376.20	478.80	
	83015	Sofa	572.00	629.20	800.80	
Tangiers Group - Beige Fabric						
	810118	Chair	376.00	413.60	526.40	
	830118	Sofa	534.00	587.40	747.60	
Roma Group - White Vinyl						
	81020	Chair	389.00	427.90	544.60	
	83016	Sofa	758.00	833.80	1,061.20	
CASUAL SEATING						
Ottomans						
	815123	Endless Square - Black Leather	276.00	303.60	386.40	
	815122	Endless Square - White Leather	276.00	303.60	386.40	
	815121	Bench - Black Leather	332.00	365.20	464.80	
	815120	Bench - White Leather	332.00	365.20	464.80	
	81513	Half Round - Black Leather	352.00	387.20	492.80	
	81514	Half Round - White Leather	352.00	387.20	492.80	
Cubes						
	81518	Vibe - Blue Vinyl	126.00	138.60	176.40	
	81520	Vibe - Pink Vinyl	126.00	138.60	176.40	
	81519	Vibe - Red Vinyl	126.00	138.60	176.40	
	81517	Vibe - Yellow Vinyl	126.00	138.60	176.40	
	81525	Vibe - OrangeVinyl	126.00	138.60	176.40	
	81511	Leather Cube - White Leather	139.00	152.90	194.60	
	81512	Leather Cube - Black Leather	139.00	152.90	194.60	
	81526	Edge LED Cube - High Density Plastic	103.00	113.30	144.20	

FREEMAN select furnishings

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NAME OF SHOW: **PROPERTY LOSS RESEARCH BUREAU - 300734 / APRIL 18 -19, 2016**

COMPANY NAME: BOOTH #: BOOTH SIZE: X

CONTACT NAME : PHONE #:

E-MAIL ADDRESS :

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For fast, easy ordering, go to www.freemanco.com/store

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
CASUAL SEATING						
Occasional Chairs						
	8102	Madrid Chair - Black Leather	698.00	767.80	977.20	
	810816	Madrid Chair - White Leather	698.00	767.80	977.20	
	810835	Meeting Chair (Espresso)	190.00	209.00	266.00	
	810836	Meeting Chair (Taupe)	248.00	272.80	347.20	
	8101	T-vac Chair - Translucent/Chrome	263.00	289.30	368.20	
	810875	Swanson Chair - White Vinyl	230.00	253.00	322.00	
	810814	ICE Side Chair - Transparent/Chrome	184.00	202.40	257.60	
	810838	Fusion Chair Black/White	130.00	143.00	182.00	
	810846	Christopher Chair - White Vinyl/Chrome	104.00	114.40	145.60	
	810841	Rustique Chair with Arms	110.00	121.00	154.00	
	810837	Razor Armless Chair	52.00	57.20	72.80	
	81090	New York Chair - Onyx/Maple Wood/Chrome	165.00	181.50	231.00	
	81017	Panton Chair - White Plastic	161.00	177.10	225.40	
	810843	Madden Chair - Light Gray Vinyl	390.00	429.00	546.00	
	810847	Wendy Chair - Clear Acrylic	104.00	114.40	145.60	
	810811	Berlin Stack Chair - White & Red Plastic/Chrome	96.00	105.60	134.40	
	810810	Berlin Stack Chair - White & Black Plastic/Chrome	96.00	105.60	134.40	
Conference Chairs						
	810807	Luxor Executive Chair - Black Leather	372.00	409.20	520.80	
	810874	Labrea Chair - Charcoal Gray Fabric	271.00	298.10	379.40	
	81018	Flex Chair - Black Plastic/Chrome	131.00	144.10	183.40	
	81063	Altura Conference/Guest Chair - Black Fabric/Black Steel	270.00	297.00	378.00	
	810813	Perth Highback Chair - Black Leather/Chrome	386.00	424.60	540.40	
	81073	Altura Junior Executive Chair - Black Fabric	297.00	326.70	415.80	
	810844	Pro Executive Chair - White Vinyl	248.00	272.80	347.20	
Bars & Bar Stools						
	8501	Martini Bar - Gray metal rounded bar with frosted glass top and chrome legs	1,226.00	1,348.60	1,716.40	
	810872	Lift Hydraulic Barstool - Gray VinylChrome	140.00	154.00	196.00	
	810873	Lift Hydraulic Barstool - Red Vinyl/Chrome	140.00	154.00	196.00	
	810871	Lift Hydraulic Barstool - Black Vinyl/Chrome	140.00	154.00	196.00	
	810870	Lift Hydraulic Barstool - White Vinyl/Chrome	140.00	154.00	196.00	
	810202	Shark Swivel Barstool - White Plastic/Chrome	296.00	325.60	414.40	
	810103	Banana Barstool - White Vinyl/Chrome	166.00	182.60	232.40	
	810104	Banana Barstool - Black Vinyl/Chrome	166.00	182.60	232.40	
	810839	Rustique Barstool - Gunmetal	110.00	121.00	154.00	
	810815	ICE Barstool - Transparent/Chrome	189.00	207.90	264.60	
	810505	Gin Barstool - Maple Wood/Chrome	148.00	162.80	207.20	
	810706	Jetson Barstool - Black Vinyl/Black Steel	230.00	253.00	322.00	
	810200	Oslo Barstool - Blue Plastic/Chrome	210.00	231.00	294.00	
	810201	Oslo Barstool - White Plastic/Chrome	210.00	231.00	294.00	
	810840	Zoey Barstool - White Vinyl/Chrome	266.00	292.60	372.40	
	810834	Zoey Barstool - Black Vinyl/Chrome	266.00	292.60	372.40	

FREEMAN select furnishings

Take advantage of the Online price by ordering at www.freemanco.com/store before MARCH 25, 2016

NAME OF SHOW: **PROPERTY LOSS RESEARCH BUREAU - 300734 / APRIL 18 -19, 2016**

COMPANY NAME: BOOTH #: BOOTH SIZE: X

CONTACT NAME : PHONE #:

E-MAIL ADDRESS :

For Assistance, please call (210) 554-2021 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
TABLES						
Occasional End & Cocktail Tables						
	820844	Aura Round Table - White Metal	87.00	95.70	121.80	
	82056	Candy Table - White Plastic/Black Laminated	156.00	171.60	218.40	
	82057	Edge LED Lighted Table-White Plastic/Clear Acrylic	103.00	113.30	144.20	
	82015	Silverado End Table - Tempered Glass/Painted Steel	217.00	238.70	303.80	
	82014	Silverado Table - Tempered Glass/Painted Steel	232.00	255.20	324.80	
	82025	Geo End Table - Glass/Black Steel	204.00	224.40	285.60	
	82035	Geo End Table - Glass/Chrome	195.00	214.50	273.00	
	82024	Geo Table - Glass/Black Steel	382.00	420.20	534.80	
	82034	Geo Table - Glass/Chrome	340.00	374.00	476.00	
	82023	Inspiration End Table - Tempered Glass/Painted Steel	262.00	288.20	366.80	
	82022	Inspiration Table - Tempered Glass/Painted Steel	276.00	303.60	386.40	
	82054	Sydney End Table - Black Laminate/Brushed Steel	202.00	222.20	282.80	
	82055	Sydney End Table - White Laminate/Brushed Steel	202.00	222.20	282.80	
	82052	Sydney Table - Black Laminate/Brushed Steel	243.00	267.30	340.20	
	82053	Sydney Table - White Laminate/Brushed Steel	243.00	267.30	340.20	
Conference Tables						
	82060	Nova White Oval Table - White Laminate/Chrome	506.00	556.60	708.40	
	82033	Manhattan Table - Glass/Black Steel	270.00	297.00	378.00	
	82041	Geo Conference Table - Glass/Black Steel	365.00	401.50	511.00	
	82051	Geo Conference Table - Glass/Chrome	365.00	401.50	511.00	
	82058	Communal Table 30"H (Maple with Grommets)	446.00	490.60	624.40	
	82059	Communal Table 42"H (Maple with Grommets)	626.00	688.60	876.40	
	82067	Communal Table 30"H Maple	446.00	490.60	624.40	
	82068	Communal Table 42"H Maple	626.00	688.60	876.40	
	82063	Communal Table 30"H White	446.00	490.60	624.40	
	82066	Communal Table 42"H White	626.00	688.60	876.40	
	820708	42" Round White Conference Table-White Laminate	352.00	387.20	492.80	
Computer Desk/Tables						
	820706	Work Desk - White Powder Coat	303.00	333.30	424.20	
	820707	Merlin Table - Gray Laminate	317.00	348.70	443.80	

FREEMAN select furnishings

Take advantage of the Online price
by ordering at www.freemanco.com/store
before MARCH 25, 2016

NAME OF SHOW: **PROPERTY LOSS RESEARCH BUREAU - 300734 / APRIL 18 -19, 2016**

COMPANY NAME: BOOTH #: BOOTH SIZE: X

CONTACT NAME : PHONE #:

E-MAIL ADDRESS :

For Assistance, please call (210) 554-2021 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
POWERED						
Powered Seating						
	810120	Naples Chair, Powered - Black Vinyl	610.00	671.00	854.00	
	830122	Naples Loveseat, Powered - Black Vinyl	820.00	902.00	1,148.00	
	830121	Naples Sofa, Powered - Black Vinyl	944.00	1,038.40	1,321.60	
	81021	Roma Chair, Powered - White Vinyl	610.00	671.00	854.00	
	83017	Roma Sofa, Powered - White Vinyl	944.00	1,038.40	1,321.60	
Powered Tables						
	82070	G30 Cocktail Table 18" H, Powered - White Top	603.00	663.30	844.20	
	82071	G30 Cafe Table 30" H, Powered - White Top	834.00	917.40	1,167.60	
	82072	G30 Cafe Table 42" H, Powered - White Top	726.00	798.60	1,016.40	
Powered Products Display						
	85060	Powered Locking Pedestal 36" H, Black	446.00	490.60	624.40	
	85061	Powered Locking Pedestal 36" H, White	446.00	490.60	624.40	
	85062	Powered Locking Pedestal 42" H, Black	532.00	585.20	744.80	
	85063	Powered Locking Pedestal 42" H, White	532.00	585.20	744.80	
Adapters						
	850800	Charging Adapters Four - Black	36.00	39.60	50.40	
	850801	Charging Adapters Four - White	36.00	39.60	50.40	
PRODUCT DISPLAYS, TABLET STANDS & MORE						
Product Display						
	850604	Etagere - Black	267.00	293.70	373.80	
	850605	Etagere - Pewter	267.00	293.70	373.80	
	85078	Locking Door Pedestal - Black Laminate	412.00	453.20	576.80	
Refrigerator						
	8503001	Refrigerator - White	694.00	763.40	971.60	
Lighting						
	850707	Mason Table Lamp - White/Brushed Silver	138.00	151.80	193.20	
	850708	Mason Floor Lamp - White/Brushed Silver	206.00	226.60	288.40	
Tablet Stand						
	850714	Mobile Tablet Stand - White	230.00	253.00	322.00	
	850715	Mobile Tablet Stand - Black	230.00	253.00	322.00	
Tablet Stand Accessories						
	850711	Brochure Holder - Black	26.00	28.60	36.40	
	850712	Wireless Printer Holder - Black	26.00	28.60	36.40	
	850713	Charging Shelf - Black	26.00	28.60	36.40	

TOTAL COST

_____ + _____ = _____

Sub-Total 8.125% Tax Total Cost

FREEMAN select furnishings

Take advantage of the Online price by ordering at www.freemanco.com/store before MARCH 25, 2016

carpet

When it comes to making your exhibit stand out on the show floor, we have you covered. Freeman offers several color options in both Classic and Prestige carpet designed to fit the requirements of your exhibit space.

- Freeman uses only colorfast carpet, making it a consistent, matching shade every time
- All Classic and Prestige carpets contain recycled content and are recyclable
- Our carpet padding consists of 95-100% recycled urethane foam and is also 100% recyclable according the manufacturers specifications

prestige CARPET

Freeman's Prestige carpet combines plush comfort with durable soil and stain resistance, perfect for high-traffic areas. Five popular colors are available in a luxurious 40-ounce weight and all nine designer colors are available in a 28-ounce weight.

Freeman's Prestige carpet packages include new, 10-foot-wide carpet, delivery, Visqueen covering, installation, carpet tape, carpet removal and all carpet material handling fees. Price includes environmentally friendly disposal of carpet after usage. Foam carpet padding is available for a minimal fee. If you have a large order, please contact us to see if volume discounts may apply.

custom options

Prestige carpets can also be customized to fit your exhibit needs with unique logos, patterns and borders. Call the phone number on the Quick Facts for assistance.

*black**

cardinal

*charcoal**

cream

*gray pearl**

*navy**

toast

wedgewood

*white**

Color(s) available in both 28 oz. and 40 oz.

Actual color(s) may vary slightly.

classic CARPET

custom cut

Freeman Classic carpet is available in a range of colors and includes delivery, Visqueen covering, installation, carpet tape, carpet removal and all carpet material handling fees. Foam carpet padding is available for a minimal fee. If you have a large order, please contact us to see if volume discounts may apply.

standard cut

Our Classic carpet comes in a variety of sizes: 9' x 10', 9' x 20', 9' x 30', 9' x 40' and larger. Prices include delivery, installation, carpet tape, carpet removal and all carpet material handling fees. Foam carpet padding and Visqueen covering are available for a minimal fee.

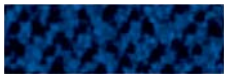
black

blue

gray

green

latte


midnight blue

plum

red

red pepper

tuxedo

Actual color(s) may vary slightly.

questions?

Call customer service at the number listed on the Quick Facts. For fast, easy ordering, visit us at www.freemanco.com.

FREEMAN

3323 I H 35 North, Ste 120
San Antonio, TX 78219
(210) 554-2021 Fax: (469) 621-5611
FreemanSanAntonioES@freemanco.com

ONLINE PRICE
DISCOUNT PRICE
DEADLINE DATE
MARCH 25, 2016

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **PROPERTY LOSS RESEARCH BUREAU - 300734 / APRIL 18 -19, 2016**

COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: _____ X _____

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call **(210) 554-2021** to speak with one of our experts.

- **Orders received after the deadline or without payment will be charged the Standard Price and are subject to availability. Prestige and Custom Cut Classic Carpet are subject to a 100% Cancellation Charge.**
- All Classic and Prestige carpets contain recycled content and are recyclable.

For fast, easy ordering, go to www.freemanco.com/store

PRESTIGE CARPET - *includes plastic covering, delivery, material handling, installation and removal*

- **Guaranteed new, high quality carpet available in a variety of designer colors.**

CHOOSE YOUR CARPET COLOR - *40 oz. Carpet:*

☐ Black ☐ Charcoal ☐ Gray Pearl ☐ Navy ☐ White

40 oz. Carpet Rental - Price per sq. ft. (100 sq. ft. minimum)		Online Price	Discount Price	Standard Price	Total
1 - 700 sq. ft.	Booth Size: ____ x ____ = ____ sq. ft. @	$ 4.40	$ 4.85	$ 6.15	
Over 700 sq. ft.	Booth Size: ____ x ____ = ____ sq. ft. @	$ 4.05	$ 4.45	$ 5.65	

CHOOSE YOUR CARPET COLOR - 28 oz. Carpet:

☐ Black ☐ Cardinal ☐ Charcoal ☐ Cream ☐ Gray Pearl ☐ Navy ☐ Toast ☐ Wedgewood ☐ White

28 oz. Carpet Rental - Price per sq. ft. (100 sq. ft. minimum)		Online Price	Discount Price	Standard Price	Total
1 - 700 sq. ft.	Booth Size: ____ x ____ = ____ sq. ft. @	$ 3.75	$ 4.15	$ 5.25	
Over 700 sq. ft.	Booth Size: ____ x ____ = ____ sq. ft. @	$ 3.15	$ 3.45	$ 4.40	

CUSTOM CUT CLASSIC CARPET - *includes plastic covering, delivery, material handling, installation and removal*

- **Our Custom Cut Classic Carpeting is available in custom cut sizes, and in a variety of standard colors.**

CHOOSE YOUR CARPET COLOR:

☐ Black ☐ Blue ☐ Gray ☐ Green ☐ Latte ☐ Midnight Blue ☐ Plum ☐ Red ☐ Red Pepper ☐ Tuxedo

16 oz. Carpet Rental - Price per square foot (100 sq. ft. minimum)		Online Price	Discount Price	Standard Price	Total
Per sq. ft.	Booth Size: ____ x ____ = ____ sq. ft. @	$ 2.85	$ 3.15	$ 4.00	

CLASSIC CARPET - *includes delivery, material handling, installation and removal*

- **Our 16 oz. Classic Carpeting is available in a variety of standard colors in the following standard sizes.**

CHOOSE YOUR CARPET COLOR:

☐ Black ☐ Blue ☐ Gray ☐ Green ☐ Latte ☐ Midnight Blue ☐ Plum ☐ Red ☐ Red Pepper ☐ Tuxedo

Qty	Description	Online Price	Discount Price	Standard Price	Total
____	9' x 10' Classic Carpet	$ 144.00	$ 158.40	$ 201.60	
____	9' x 20' Classic Carpet	$ 288.00	$ 316.80	$ 403.20	
____	9' x 30' Classic Carpet	$ 432.00	$ 475.20	$ 604.80	
____	9' x 40' Classic Carpet	$ 575.00	$ 632.50	$ 805.00	

CARPET PADDING AND PLASTIC COVERING - *includes delivery, material handling, installation and removal*

Qty	Description	Online Price	Discount Price	Standard Price	Total
____	9' x 10' Carpet Padding	$ 90.00	$ 99.00	$ 126.00	
____	9' x 20' Carpet Padding	$ 180.00	$ 198.00	$ 252.00	
____	9' x 30' Carpet Padding	$ 270.00	$ 297.00	$ 378.00	
____	9' x 40' Carpet Padding	$ 360.00	$ 396.00	$ 504.00	
____	Carpet Padding - 1/2" (90 - 700 sq. ft.) (price per sq. ft.)	$ 1.00	$ 1.10	$ 1.40	
____	Carpet Padding -1/2" (Over 700 sq. ft.)(price per sq. ft.)	$ .90	$ 1.00	$ 1.25	
____	Plastic Covering (price per sq. ft.).....	$ .85	$ .95	$ 1.20	

Our carpet padding consists of 95 -100% recycled urethane foam and is also 100% recyclable according to the manufacturer's specifications. Our plastic floor covering contains up to 60% recycled content.

****All utility lines must be installed before carpet installation. Utilities should be ordered in advance.****

TOTAL COST

Sub- Total	+	8.125% Tax	=	Total Cost

FREEMAN carpet

Take advantage of the Online price by ordering at www.freemanco.com/store before MARCH 25, 2016

F R E E M A N
3323 I H 35 North, Ste 120
San Antonio, TX 78219
(210) 554-2021 Fax: (469) 621-5611
FreemanSanAntonioES@freemanco.com

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **PROPERTY LOSS RESEARCH BUREAU - 300734 / APRIL 18 -19, 2016**

COMPANY NAME: BOOTH #: BOOTH SIZE: X

CONTACT NAME : PHONE #:

E-MAIL ADDRESS :

For Assistance, please call (210) 554-2021 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

CLEANING SERVICES

- Prices are based on total square footage of booth regardless of area to be cleaned.
- 100 sq. ft. minimum.
- Our exclusive cleaning contract for this show will not permit other service contractors, including exhibitor appointed contractors to provide this service.
- **Show Site Prices will apply to all cleaning orders placed at show site.**

VACUUMING *(per sq. ft. - 100 sq. ft. minimum)*

Qty (sq. ft.)	Part #	Description	Advance Price	Show Site Price	Total

- Includes emptying of your booth's wastebasket(s) at the time of vacuuming.

_____	610100	Booth Vacuuming - One Time	.46	.65	_____
_____	610200	Booth Vacuuming - 2 Days	.80	1.10	_____
_____	610300	Booth Vacuuming - 3 Days	N/A	N/A	_____
_____	610400	Booth Vacuuming - 4 Days	N/A	N/A	_____

SHAMPOOING *(per sq ft - 100 sq ft minimum)*

Qty (sq. ft.)	Part #	Description	Advance Price	Show Site Price	Total
_____	630100	Shampoo Carpet - One Time	1.00	1.40	_____
_____	630200	Shampoo Carpet - 2 Days	N/A	N/A	_____
_____	630300	Shampoo Carpet - 3 Days	N/A	N/A	_____

PORTER SERVICE *(per day)*

Qty (# days)	Part #	Description	Advance Price	Show Site Price	Total

- Includes emptying of your booth's wastebasket(s) and policing of your exhibit area at two-hour intervals during show hours.

_____	620500	Exhibit Area / Under 500 sq.ft.	74.00	103.60	_____
_____	6201500	Exhibit Area / 501 - 1,500 sq. ft.	85.00	119.00	_____
_____	6202500	Exhibit Area / 1,501 - 2,500 sq. ft.	97.00	135.80	_____
_____	6203500	Exhibit Area / Over 2,500 sq.ft.....			Call for Quote

TOTAL COST

_____ + _____ = _____

Sub-Total 8.125 %Tax Total Cost

FREEMAN cleaning

RENTAL exhibits

Package 1

Package 1 upgraded with graphics and cabinet

Package 2

Package 2 upgraded with graphics and cabinet

Questions? All packages can be customized or modified, depending on your specific requirements.
To speak with an Exhibitor Sales specialist, or for custom components, call the number listed on Quick Facts.
For fast, easy ordering, go to www.freemanco.com

FREEMAN

Package 3

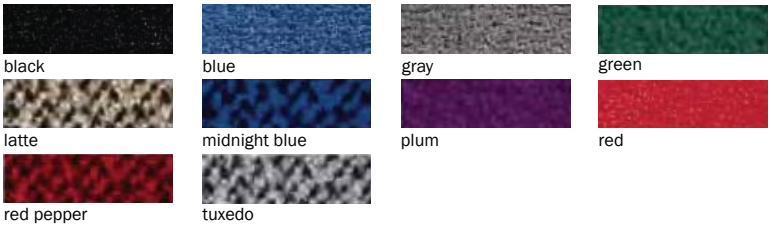
Package 3 upgraded with graphics and cabinet

Package 4

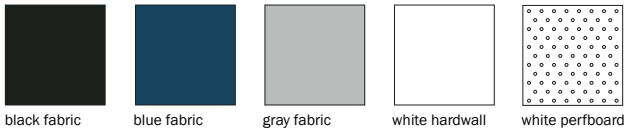
Package 4 upgraded with graphics and cabinet

* All exhibits include: installation & dismantle of exhibit, material handling of exhibit, classic carpet with nightly vacuuming, 2 arm lights (per 10' unit), power (500 watts) for lights ONLY and labor to hang arm lights.

Color Options - Classic Carpet



Color Options - Fabric and Hardwall Panels



Upgrades available for under $500

Slatwall & Shelves

Black Metal

Graphics & Custom Logo

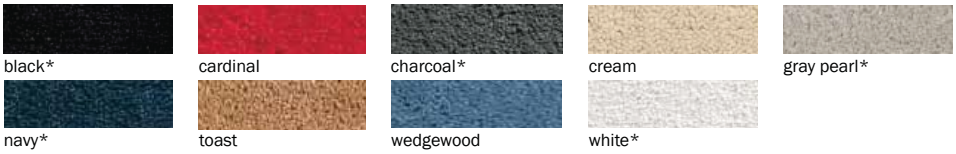
Package 5

Package 5 upgraded with graphics and cabinet

Package 6

Package 6 upgraded with graphics and cabinet

Upgraded Color Options - Prestige Carpet



black* | cardinal | charcoal* | cream | gray pearl*

navy* | toast | wedgewood | white*

Colors available in both 28 oz. and 40 oz.

Questions?

All packages can be customized or modified. To speak with an Exhibitor Sales specialist, call the number listed on Quick Facts. For additional custom examples visit the link below.

To view additional custom designs

Cabinets & Counters

Colored Panels

www.freemanco.com/customexhibits

FREEMAN
3323 I H 35 North, Ste 120
San Antonio, TX 78219
(210) 554-2021 Fax: (469) 621-5611
FreemanSanAntonioES@freemanco.com

DISCOUNT PRICE DEADLINE DATE
MARCH 25, 2016

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **PROPERTY LOSS RESEARCH BUREAU - 300734 / APRIL 18 -19, 2016**

COMPANY NAME: BOOTH #: BOOTH SIZE: X

CONTACT NAME : PHONE #:

E-MAIL ADDRESS :

For Assistance, please call **(210) 554-2021** to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

All Exhibits Include: installation & dismantle of exhibit, material handling of exhibit, 9' x 10' or 9' x 20' classic carpet with nightly vacuuming, 2 arm lights (per 10' unit), power (500 watts) for lights ONLY and labor to hang arm lights.

To place your order, please check the appropriate box and complete the remaining selections at the bottom of the form.

RENTAL EXHIBITS

		Discount Price	Standard Price		Discount Price	Standard Price	
Package 1	☐ **10' x 10'**	1,936.50	2,711.10	☐ **10' x 20'**	3,787.00	5,301.80	_____
Package 2	☐ **10' x 10'**	1,320.00	1,848.00	☐ **10' x 20'**	2,503.00	3,504.20	_____
Package 3	☐ **10' x 10'**	1,924.00	2,693.60	☐ **10' x 20'**	3,711.00	5,195.40	_____
Package 4	☐ **10' x 10'**	1,663.00	2,328.20	☐ **10' x 20'**	3,189.00	4,464.60	_____
Package 5	☐ **10' x 10'**	1,812.00	2,536.80	☐ **10' x 20'**	3,490.00	4,886.00	_____
Package 6	☐ **10' x 10'**	1,889.00	2,644.60	☐ **10' x 20'**	3,676.00	5,146.40	_____

CHOOSE YOUR PANEL

☐ Black Fabric ☐ Blue Fabric ☐ Gray Fabric ☐ White Hardwall ☐ White Perfboard

CARPET

Our Classic Carpet and nightly vacuuming are included in the price of your Rental Exhibit. The following colors are available:

Check color choice

☐ Black ☐ Blue ☐ Gray ☐ Green ☐ Latte
☐ Midnight Blue ☐ Plum ☐ Red ☐ Red Pepper ☐ Tuxedo

You may want to add padding or upgrade your carpet to one of our 15 designer colors in our PRESTIGE carpet line. Now available in **28 oz.** and **40 oz.** weight. Refer to our enclosed Carpet order form for color selections and pricing.
Our carpet padding consists of 95 - 100% recycled urethane foam and is also 100% recyclable according to the manufacturer's specifications. Our plastic floor covering contains up to 60% recyclable content.

LIGHTING

Each Rental Exhibit includes 2 Arm Lights (per 10' unit).
Note: Power and labor to hang the lights are included in our standard rental exhibit package price. Power consumption not to exceed 500 Watts.
Additional power must be ordered separately.

HEADER IDENTIFICATION SIGN

Indicate which color lettering you would like. We have a wide variety of standard colors available:

☐ Black ☐ Blue ☐ Brown ☐ Burgundy ☐ PMS Color _____
☐ Red ☐ Teal ☐ White ☐ Dark Green ☐ Font Type _____

*Unless font type is indicated, Helvetica will be used.

Indicate exactly how you want your company name to appear:

ENHANCE YOUR EXHIBIT

Enhance your exhibit and have an Exhibitor Sales Specialist contact you for pricing by checking any of the following boxes:

☐ Slatwall & Shelves ☐ Cabinets & Counters ☐ Specialty Colored Metal ☐ Recyclable Graphics
☐ Colored Panels ☐ Creating a Custom Exhibit ☐ Graphics & Custom Logo ☐ White Eco-Board

The product offered has recyclable content or has eco-friendly attributes and is 100% recyclable according to manufacturer's specifications.

TOTAL COST

_____ + _____ = _____
Sub-Total 8.125 % Tax Total Cost

FREEMAN rental exhibits

FREEMAN

3323 I H 35 North, Ste 120
San Antonio, TX 78219
(210) 554-2021 Fax: (469) 621-5611
FreemanSanAntonioES@freemanco.com

DISCOUNT PRICE
DEADLINE DATE
MARCH 25, 2016

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **PROPERTY LOSS RESEARCH BUREAU - 300734 / APRIL 18 -19, 2016**

COMPANY NAME: BOOTH #: BOOTH SIZE: X

CONTACT NAME : PHONE #:

E-MAIL ADDRESS :

For Assistance, please call (210) 554-2021 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

TABLE TOP UNIT

RENTAL

Size	DiscountPrice	Standard Price	QTY	TOTAL
40"H x 6'W	901.00	1,261.40		
40"H x 8'W	1,046.00	1,464.40		

PURCHASE*

Size	Discount Price	Standard Price	QTY	TOTAL
40"H x 6'W	1,095.00	1,533.00		
40"H x 8'W	1,239.00	1,734.60		

*Shipping Not Included

Rental Units Include:
Draped Table (select color below)
Classic Carpet 9' X 10 '(select color below)
Installation & Dismantle of Exhibit
Material Handling of Exhibit
Nightly Vacuuming
1-200 Watt Halogen Light (Power (500 watts) for LIGHTS only and Labor to hang lights)

Purchase Units Include:
1-Case
One Time Installation & Dismantle

Header Identification Sign - (white with black text) Indicate copy below:

Fabric Panel Colors for All Units: ☐ Black ☐ Gray

Additional Fabric Panel Colors for Purchase Units Only:
☐ Blaze Red ☐ Blueberry ☐ Emerald ☐ Silver

***Other Colors Also Available for Purchase Units**

9' x 10' Classic Carpet: ☐ Black ☐ Blue ☐ Green ☐ Gray
☐ Latte ☐ Midnight Blue ☐ Plum ☐ Red ☐ Red Pepper ☐ Tuxedo

Table Drape:
☐ Black ☐ Blue ☐ Brown ☐ Dark Green ☐ Flax
☐ Gold ☐ Gray ☐ Plum ☐ Red ☐ White

FLOOR UNIT

RENTAL

Size	Discount Price	Standard Price	QTY	TOTAL
8'H x 8'W	1,466.00	2,052.40		
8'H x 10'W	1,745.00	2,443.00		

PURCHASE*

Size	Discount Price	Standard Price	QTY	TOTAL
8'H x 8'W	2,485.00	3,479.00		
8'H x 10'W	2,921.00	4,089.40		

*Shipping Not Included

Rental Units Include:
Classic Carpet 9' X 10' (select color below)
Installation & Dismantle of Exhibit
Material Handling of Exhibit
Nightly Vacuuming
1-Podium - 8'H X 10'W unit only
2-200 Watt Halogen Lights (Power (500 watts) for LIGHTS only and Labor to hang lights)

Purchase Units Include:
2-Cases
One Time Installation & Dismantle
1-Podium - 8'H X 10'W unit only

Header Identification Sign - (white with black text) Indicate copy below:

Fabric Panel Colors for All Units: ☐ Black ☐ Gray

Additional Fabric Panel Colors for Purchase Units Only:
☐ Blaze Red ☐ Blueberry ☐ Emerald ☐ Silver

***Other Colors Also Available for Purchase Units**

9' x 10' Classic Carpet: ☐ Black ☐ Blue ☐ Green ☐ Gray
☐ Latte ☐ Midnight Blue ☐ Plum ☐ Red ☐ Red Pepper ☐ Tuxedo

• All Classic carpet contain recycled content and are recyclable.

CUSTOM GRAPHIC / PHOTO PANELS

☐ Our custom graphic panels can dramatically enhance your exhibit's appearance.
Please check the box to have an Exhibitor Sales Specialist contact you to assist in creating a unique exhibit.

OPTIONAL ACCESSORIES

		RENTAL				PURCHASE			
Part #	Description	Qty	Discount Price	Standard Price	Total	Qty	Discount Price	Standard Price	Total
1715800	2-200 Watt Halogen Light Kit		168.00	235.20			249.00	348.60	
1715801	1-200 Watt Halogen Light Kit		86.00	120.40			181.00	253.40	
1715802	Straight Shelf		64.00	89.60			124.00	173.60	
1715803	Angled Shelf		64.00	89.60			124.00	173.60	

QUICK TIPS

* If shipping literature or products, material handling rates will apply.
* Order in advance to save time, money and ensure availability. **Orders received after the deadline date or without payment will be charged the Standard Price.**

PURCHASE UNITS TOTAL COST					RENTAL UNITS TOTAL COST				
	+		=			+		=	
Sub-Total		8.125% Tax		Total Cost	Sub-Total		8.125% Tax		Total Cost

01/14
(300734) 6369

FREEMAN totalflex

F R E E M A N
3323 I H 35 North, Ste 120
San Antonio, TX 78219
(210) 554-2021 Fax: (469) 621-5611
FreemanSanAntonioES@freemanco.com

DISCOUNT PRICE
DEADLINE DATE
MARCH 25, 2016

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **PROPERTY LOSS RESEARCH BUREAU - 300734 / APRIL 18 -19, 2016**

COMPANY NAME: BOOTH #: BOOTH SIZE: X

CONTACT NAME : PHONE #:

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GRAPHICS

To order your graphics, complete this order form and attach your sign copy or electronic file.
Please see artwork guidelines for electronic files on page 2 of this form.
Note: All graphics are subject to a 100% Cancellation Charge.

DIGITAL GRAPHICS

Freeman has the capabilities to provide you with the finest digital graphic reproduction available. Capabilities include four-color, photo-quality, high-resolution digital printing virtually any size for banners, signage, exhibit graphics and more.

_____ **L X** _____ **W =** _____ **sq.ft.**

sq. ft. _____ **x** **$ 20.00** **per sq. ft. discount price** **or** **$ 30.00** **per sq. ft. standard price** **= $** _____

- **Minimum order per graphic 9 sq. ft. (1296 sq. in.)**
- **Double sq. ft. for double-sided graphics**
- **Round sq. ft. to next whole increment**
- **File conversion, retouching, cloning or color correcting may incur additional labor charges. (See reverse side for graphic guidelines.)**

LARGE DIGITAL GRAPHICS

Please call an Exhibitor Sales Specialist for price quotes on graphics over 80 sq. ft.

File Information:

Electronic File Name _____

Application _____

PMS Colors _____

Backing Material:

- ☐ Foamcore
- ☐ PVC
- ☐ Gatorfoam
- ☐ Ultra-Board
- ☐ Masonite
- ☐ Plexi
- ☐ Eco-Board
- ☐ Other

The product offered has recycled content or has eco-friendly attributes and is 100% recyclable according to the manufacturer's specifications.

Vertical ☐ Horizontal ☐ Use Your Judgment For Sign Layout ☐

Special Instructions _____

STANDARD SIZES

CHOOSE YOUR SIZE:	QTY.		Discount Price	Standard Price		TOTAL
7" x 11"	_____	@	42.00	63.00	=	_____
7" x 22"	_____	@	48.00	72.00	=	_____
7" x 44"	_____	@	51.00	76.50	=	_____
9" x 44"	_____	@	65.00	97.50	=	_____
11" x 14"	_____	@	57.00	85.50	=	_____
14" x 22"	_____	@	62.00	93.00	=	_____
14" x 44"	_____	@	71.00	106.50	=	_____
22" x 28"	_____	@	106.00	159.00	=	_____
28" x 44"	_____	@	157.00	235.50	=	_____
20" x 60" (white only)	_____	@	191.00	286.50	=	_____

Note: File conversion, retouching, cloning or color may incur additional labor charges. (See reverse side for graphic guidelines.)

INDICATE YOUR SIGN COPY HERE:

* Please feel free to attach additional sign copy on separate page.

Vertical ☐ Horizontal ☐ Use Your Judgment For Sign Layout ☐

Background Color: _____

Lettering Color: _____

TOTAL COST

_____ (Sub-Total) + _____ (8.125 % Tax) = _____ (Total Cost)

FREEMAN graphics

CUSTOMER GUIDELINES FOR SUBMITTING GRAPHICS ARTWORK

Our goal is to provide you with the best possible quality graphics for your event or exhibit. You can help us in that effort by providing digital art files using the following guidelines. If you are sending us completed, print-ready files, please pass the following information on to your graphics designer or art department. Two overall considerations for submitting acceptable artwork involves proper resolution or size of the file to avoid poor quality images, and proper color matching information and proofs to ensure accurate color reproduction.

PLEASE PROVIDE THE FOLLOWING WHEN SUBMITTING ART

RASTER ART (photos, logos containing any continuous tone images):

- Art submitted at 1:1 (100%), resolution should be no less than 60 dpi (100 dpi preferred)
- Art submitted at 2:1 (50%), resolution should be no less than 120 dpi (200 dpi preferred)
- Art submitted at 4:1 (25%), resolution should be no less than 240 dpi (400 dpi preferred)

VECTOR ART:

- Logos should be vector and have outlined fonts(if provided as bitmap, please use high-res images)

FONTS and LINKS

- Supply all fonts used in your design (zip Mac fonts). If unsure how to collect fonts, convert them to outlines
- Supply all links used in your document. Use packaging feature if available. If unsure how to collect links, embed them in the file when saving.

COLOR

- If PMS color matching is required, please use original Pantone + Solid Coated swatches in your artwork. Modifying Pantone names will result in printing default color (CMYK)
- CMYK artwork will be produced "As Is". Our color output is balanced and vibrant.
- Convert RGB art to CMYK if possible.
- If you are sending Certified Color Proofs (Gracol, Swop, Fogra), please provide ICC file information used to print your samples. Best option would be to include ICC chart on your prints.

ARTWORK IN THE STRUCTURE

- Please note that any panels going in the metal frame will hide 1/4" of your art all the way around. If you have a continuous wall where individual panels are divided by metal, use 1.25" spacing in between each panel to account for gaps and the natural flow of the graphics.

ACCEPTABLE FILE SOFTWARE

We are capable of working with both PC and MAC based software, and can accept art created with the ADOBE Creative Suite - Illustrator, InDesign, and Photoshop

Always provide the following:

- Native files with fonts and links (zipped)
- High-res PDF-X/4 exports of the files

ACCEPTABLE FILE TYPES and SUPPORT FILES

NATIVE FILES:

- AI CLOUD (CC) file with Packaged supporting links and fonts. You may keep images linked but Packaging feature must be used.
- AI (CS6, CS5, CS4...) file with embedded links and outlined fonts
- EPS file with embedded links and outlined fonts
- INDD file with Packaged supporting links and fonts

PRINT FILES:

- High-res PDF-X/4 (preferred)
- AI with PDF content (choose this option when saving file)
- EPS files with embedded links and outlined fonts

RASTER OR BITMAP ART:

- Photoshop EPS (preferred, use 8-bit preview, Max, Quality JPG compression)
- PSD (make sure font layers are rasterized)
- TIFF, JPG (quality 8 and higher)

Mac users: Use Zip or Stuffit programs when submitting fonts other than OTF (Open Type Fonts)

WAYS TO SEND ARTWORK

- Files below 10 MB can be delivered via email. Larger files may be posted to Freeman's FTP site. You may get the password and other needed information from your Freeman service representative in order to post files. However, a hard copy proof and backup of the files on CD-Rom/DVD may be required to be sent via overnight delivery in addition to posting the electronic files. Please call (210) 554-2021 for assistance.

FREEMAN

3323 I H 35 North, Ste 120
San Antonio, TX 78219
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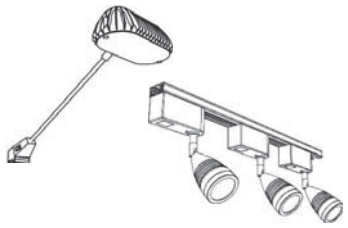
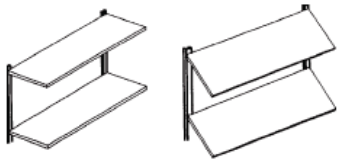
ACCESSORIES FOR RENTAL UNITS

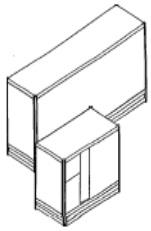
LIGHTS (use only on rentals)



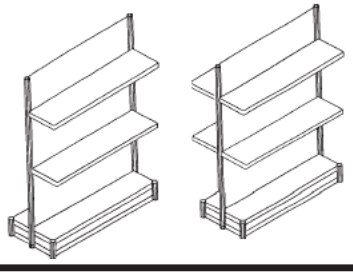
SHELVES (use only on rentals)



CABINETS

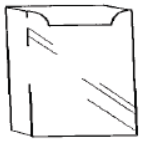


GONDOLAS



RADIUS CABINET (does not have doors)

LITERATURE POCKETS



LIGHT FIXTURES (electrical service & labor to install lights not included)

Qty	Part #	Description	Discount Price	Standard Price	Total
___	172512	Arm Light	64.00	89.60	
___	172514	4' Tracklight (3 lights)	259.00	362.60	
___	17252	Halogen Light	N/A	N/A	

CABINETS & LOCKS

Cabinets
☐ Black Fabric ☐ Blue Fabric ☐ Gray Fabric ☐ White PVC

Qty	Part #	Description	Discount Price	Standard Price	Total
___	17305	1M x ½M x 36" High.....	483.00	676.20	
___	17306	1M x ½M x 42" High.....	483.00	676.20	
___	17308	2M x ½M x 36" High.....	585.00	819.00	
___	17309	2M x ½M x 42" High.....	585.00	819.00	
___	173010	1M Radius x ½M x 36" High.	623.00	872.20	
___	173011	1M Radius x ½M x 42" High..	623.00	872.20	
		(Radius Cabinets do not have doors)			
___	17301	Cabinet Lock	8.00	11.20	
		Inside Shelves Available ..... Quoted on Request			

GONDOLAS

Gondolas
☐ Blue Fabric ☐ Gray Fabric ☐ Perfboard ☐ White PVC

Qty	Part #	Description	Discount Price	Standard Price	Total
___	174541	Single Sided 1M x 4' High...	402.00	562.80	
___	174542	Double Sided 1M x 4' High..	535.00	749.00	
___	174581	Single Sided 1M x 8' High...	402.00	562.80	
___	174582	Double Sided 1M x 8' High..	535.00	749.00	

SHELVES

Qty	Part #	Description	Discount Price	Standard Price	Total
___	17201	1M Straight (37" x12")	66.00	92.40	
___	17206	1M Angled (37" x 12")	77.00	107.80	

LITERATURE POCKETS

Qty	Part #	Description	Discount Price	Standard Price	Total
___	174015	For 8½ x 11 Literature	28.00	39.20	

TOTAL COST

_____ Sub-Total + _____ 8.125% Tax = _____ Total Cost

Don't see what you need?
Please call an Exhibitor Sales Specialist at (210) 554-2021.

05/10 (300734)

**** Remember to make a selection for items with checkboxes. Otherwise, a selection will be made for you.***

FREEMAN exhibit accessories

SAN ANTONIO, AUSTIN & SOUTH TEXAS AREA

FREEMAN labor jurisdictions

To assist you in planning your show, we would like to provide you with the following information regarding your labor jurisdictions.

LABOR SERVICE

FREEMAN has exclusive labor to assist with your Installation and Dismantling needs as well as Freight Services. Full time employees with Exhibiting Companies may set their own booths without assistance from our labor.

MATERIAL HANDLING

FREEMAN is the exclusive provider of freight services. Full time employees of exhibiting companies may move their own materials to their booth space with 2 wheel dollies ONLY. Vehicles being unloaded must be owned or leased and operated by a full time employee of the exhibiting company. No pallet jacks nor motorized forklifts can be operated by anyone other than the Official Freight Service Company. Hotel Bellmen, Porters, Taxi Drivers, Day Laborers, etc. are not allowed on the show floor and cannot move any materials to and from the exhibitor's booth. FREEMAN will control access to the loading docks in order to provide for a safe and orderly move-in/move-out. Exhibitors wishing to move their own materials in or out of the show will be provided a space in the dock area to load or unload their vehicles on a first come basis.

PLEASE NOTE:

- Please do not tip any employee. Do not give coffee breaks, for union employees have a fifteen minute paid break mid-morning and mid-afternoon. Any attempt by an employee to solicit a gratuity for any service should be reported immediately to Freeman and/or Exhibit Management. Union employees are paid a good wage scale, and tipping is strongly discouraged and is not an accepted policy of any Official Service Supplier.

- If you encounter any difficulty with any laborer, or if you are not satisfied with the work performed, please bring this to the attention of Freeman. Please refrain from voicing complaints directly to craft personnel.

- The person in charge of your exhibit should carefully inspect and sign all work order forms. If there are any questions about any bills, bring the bill to the appropriate Service Desk and discuss it with the person in charge.

F R E E M A N
3323 IH 35 North, Ste 120
San Antonio, Texas 78219
Ph: 210/554-2021 • Fax 469/621-5611
FreemanSanAntonioES@freemanco.com

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NAME OF SHOW: **PROPERTY LOSS RESEARCH BUREAU - 300734 / APRIL 18 -19, 2016**

COMPANY NAME: BOOTH #:

CONTACT NAME: PHONE #:

E-MAIL ADDRESS:

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DISPLAY LABOR (One Hour Minimum per Worker)

	Description	Advance Price	Show Site Price
Straight Time-	8:00 A.M. to 5:00 P.M. Monday through Friday	$ 81.00	$ 113.50
Overtime-	6:00 A.M. to 8:00 A.M. and 5:00 P.M. to 12:00 Midnight Monday through Friday ALL DAY SATURDAY, SUNDAY & HOLIDAYS	$ 121.50	$ 170.00

- Show Site prices will apply to all labor orders placed at show site.
- Price is per person/per hour.
- Start time guaranteed only at start of working day and at the close of the show.
- One hour minimum per man - labor thereafter is charged in half (1/2) hour increments.
- Supervisor must check in at Service Desk to pickup labor.
- Labor must be canceled in writing, 24 hours in advance to avoid a one (1) hour cancellation fee per worker.
- When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth.
- Freeman supervised jobs will be completed at our discretion prior to show opening and before the hall must be cleared. **Please include setup plan/photo, special instructions & inbound shipping information with this order.**

INSTALLATION LABOR

☐ **Freeman Supervised Labor -** Please complete the reverse side of this form.
- Installation of your exhibit will be completed at our discretion prior to show opening
- The charge for this service is 30% of the total installation labor bill, with a minimum of $45.00

Emergency contact:_____ Phone Number: _____

☐ **Exhibitor Supervised Labor**

Supervisor will be: _____ Phone Number: _____

Date	Start Time	No. of People		Approx. Hrs. per Person		Total Hrs.		Hourly Rate		Estimated Total Cost
_____	_____	_____	x	_____	=	_____	@ $	_____	= $	_____
_____	_____	_____	x	_____	=	_____	@ $	_____	= $	_____
_____	_____	_____	x	_____	=	_____	@ $	_____	= $	_____

Freeman Supervision (30%/$45.00) = $_____

Tax = $ **(N/A)**

Total Installation = $_____

DISMANTLE LABOR

☐ **Freeman Supervised Labor - Please complete the reverse side of this form.**
- Freeman is not responsible for product or literature that is not properly packed and labeled by exhibitor
- The charge for this service is 30% of the total dismantle labor bill, with a minimum of $45.00

Emergency contact:_____ Phone Number: _____

☐ **Exhibitor Supervised Labor**

Supervisor will be: _____ Phone Number: _____

Date	Start Time	No. of People		Approx. Hrs. per Person		Total Hrs.		Hourly Rate		Estimated Total Cost
_____	_____	_____	x	_____	=	_____	@ $	_____	= $	_____
_____	_____	_____	x	_____	=	_____	@ $	_____	= $	_____
_____	_____	_____	x	_____	=	_____	@ $	_____	= $	_____

Freeman Supervision (30%/$45.00) = $_____

Tax = $ **(N/A)**

Total Dismantle = $_____

FREEMAN installation & dismantle

NAME OF SHOW: **PROPERTY LOSS RESEARCH BUREAU - 300734 / APRIL 18 -19, 2016**

COMPANY NAME: BOOTH #:

CONTACT NAME: PHONE #:

E-MAIL ADDRESS:

For Assistance, please call 210-554-2021 to speak with one of our experts.

FREEMAN SUPERVISED LABOR

IN ORDER TO BETTER SERVE YOU - PLEASE COMPLETE THE FOLLOWING INFORMATION IF YOUR DISPLAY IS TO BE SET-UP AND/OR DISMANTLED BY FREEMAN I&D AND YOU WILL NOT BE PRESENT TO SUPERVISE THE INSTALLATION AND/OR DISMANTLE.

INBOUND SHIPPING & SET UP INFORMATION

PLEASE NOTE: Should you have more than one shipment, please provide the information for all shipments.

Freight will be shipped to: Warehouse _____ Show Site _____ Date Shipped _____ Carrier: _____

Total No. of: Crates _____ Cartons _____ Fiber Cases _____

Setup Plan/Photo: Attached _____ To Be Sent With Exhibit _____ In Crate No. _____

Carpet: With Exhibit _____ Rented From Freeman _____ Color _____ Size _____

Electrical Placement/Order: Drawing Attached (required) _____ Drawing With Exhibit _____ Electrical Under Carpet _____

Comments: _____

_____

Graphics: With Exhibit _____ Shipped Separately _____

Comments: _____

_____

Special Tools/Hardware/Equipment Required: _____

_____

OUTBOUND SHIPPING INFORMATION

PLEASE NOTE: Should you have more than one shipment, please provide the information for all shipments.

SHIP TO: _____

_____

_____

_____

METHOD OF SHIPMENT

☐ **Freeman Exhibit Transportation:**

- ☐ Common Carrier
- ☐ Air Freight ☐ Next Day ☐ 2nd Day ☐ Deferred ☐ Expedited

☐ **Other (list carrier name & phone number):**

- ☐ Other Common Carrier: _____
- ☐ Other Air Freight: _____
- ☐ Van Line: _____

FREIGHT CHARGES

- ☐ Prepaid ☐ Collect

Bill To: _____

_____

_____

In the event your selected carrier fails to show on final move-out day, please select one of the following options:

☐ **Reroute via Freeman's choice**

☐ **Deliver back to Freeman warehouse at Exhibitor's expense.**

PLEASE NOTE: Freeman is not responsible for product or literature that is not properly packed and labeled by exhibitor.

FREEMAN installation & dismantle

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FORKLIFT / RIGGING EQUIPMENT AND LABOR

Straight Time: 8:00 A.M. to 5:00 P.M. Monday through Friday

Overtime: 6:00 A.M. to 8:00 A.M. and 5:00 P.M. to 12:00 Midnight Monday through Friday
ALL DAY SATURDAY, SUNDAY & HOLIDAYS

- Show site prices will apply to all labor orders placed at show site
- Start time guaranteed only at start of working day
- One hour minimum - labor thereafter is charged in half (1/2) hour increments
- Supervisor must check in at Service Desk to pickup labor
- When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth

Part#	Description	Advance Price	Show Site Price
FORKLIFT LABOR			
304050	Forklift w/operator - up to 5,000 lbs - ST	$ 120.00	$168.00
304051	Forklift w/operator - up to 5,000 lbs - OT	161.00	225.50
3040100	Forklift w/operator - up to 10,000 lbs - ST	131.00	183.50
3040101	Forklift w/operator - up to 10,000 lbs - OT	172.00	241.00
3040150	Forklift w/operator - up to 15,000 lbs - ST	139.00	194.50
3040151	Forklift w/operator - up to 15,000 lbs - OT	180.00	252.00
3140300	Forklift w/operator - up to 30,000 lbs - ST	161.00	225.50
3140301	Forklift w/operator - up to 30,000 lbs - OT	202.00	283.00
3090600	Man Cage for Forklift	46.00	
3090700	Boom for Forklift	46.00	
RIGGING LABOR			
3020200	Rigger Foreman - ST	$ 83.00	$ 116.25
3020201	Rigger Foreman - OT	124.50	174.25
3020100	Rigger - ST	82.00	115.00
3020101	Rigger - OT	123.00	172.25
MOBILE UNIT SPOTTING FEE			
257024	Mobile Unit Spotting Fee (Each Way)	$ 71.00	

INSTALLATION

Part #	Description	Date	Start Time	# of Equip/ Person	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost

Describe work to be done: _____

Sub-Total	
Tax8.25%	**N/A**
Total	

DISMANTLE

Part #	Description	Date	Start Time	# of Equip/ Person	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost

Describe work to be done: _____

Sub-Total	
Tax8.25%	**N/A**
Total	

PLEASE INDICATE WORK TO BE PERFORMED

☐ **UNCRATED** ☐ **UNSKIDDING** ☐ **RE-SKIDDING** ☐ **HEADER/BOOTH WORK** ☐ **OTHER**

Rigging must be canceled, in writing, 24 hours in dvance to avoid a one (1) hour cancellation fee per crew.

FREEMAN forklift / rigging labor

FREEMAN
3323 IH 35 North, Ste 120
San Antonio, Texas 78219
Ph: 210/554-2021 • Fax 469/621-5611
FreemanSanAntonioES@freemanco.com

DISCOUNT PRICE DEADLINE DATE MARCH 25, 2016

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **PROPERTY LOSS RESEARCH BUREAU - 300734 / APRIL 18 -19, 2016**

COMPANY NAME: BOOTH #:

CONTACT NAME: PHONE #:

E-MAIL ADDRESS:

For Assistance, please call 210-554-2021 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

ELECTRICAL OUTLETS (Double Price for 24 Hour Service)

Power includes delivery of the service to one location at the rear of the booth in peninsula and inline booths. Please see Electrical Labor Order Form for rates and instructions if you require outlets in other locations, have lights or electrical items to hang or erect, have orders for power of 208v or higher, or have other electrical requirements.

110/120 VOLT

	QTY Show	QTY 24 Hr.	Discount Price	Standard Price	TOTAL
500 Watts (5 amps)	_____	_____	89.00	133.50	= $_____
1000 Watts (10 amps)	_____	_____	120.00	180.00	= $_____
2000 Watts (20 amps)	_____	_____	164.00	246.00	= $_____

208 VOLT SINGLE PHASE (Labor Required for Connection)

20 Amps	_____	_____	265.00	397.50	= $_____
30 Amps	_____	_____	315.00	472.50	= $_____
60 Amps	_____	_____	501.00	751.50	= $_____
100 Amps	_____	_____	747.00	1120.50	= $_____
200 Amps	_____	_____	1417.00	2125.50	= $_____

208 VOLT THREE PHASE (Labor Required for Connection)

20 Amps	_____	_____	343.00	514.50	= $_____
30 Amps	_____	_____	417.00	625.50	= $_____
60 Amps	_____	_____	688.00	1032.00	= $_____
100 Amps	_____	_____	957.00	1435.50	= $_____
200 Amps	_____	_____	1400.00	2100.00	= $_____
400 Amps	_____	_____	2100.00	3150.00	= $_____

Transformer to Boost 208V to Approx. 230V - $4.00 per Amp (20 Amp Min.)

Qty _____ Amps _____ = $_____

SPECIAL LIGHTING (Price Includes Power & Labor for Installation)

Single Light Stand	_____	101.00	151.50	= $_____
Double Light Stand	_____	107.00	160.50	= $_____
Arm Light	_____	119.00	178.50	= $_____

* May require labor and/or lift at additional charge. Please contact SanAntonioUtilities@freemanco.com for estimated charges.

For single or double light stand, price includes installation along the side rails of an inline booth. Placement elsewhere will require additional labor and materials.

Extension cords and power strips are available for rental at the Freeman Service Desk.

ADDITIONAL INFORMATION

FOR ADVANCE PAYMENT PRICE
Your order with full payment along with a floor plan indicating main power location and distribution points, if applicable, must be received prior to:
DEADLINE DATE OF:
LATE DATE

MULTIPLE OUTLET LOCATIONS / ISLAND BOOTHS
A scaled floor plan is required for orders with multiple outlet locations and/or island booths. Detailed examples are provided on the following page. If a power location or main drop in an island booth is not provided prior to show move-in, a location will be determined by Freeman in order to maintain delivery schedules. Relocation of the service will be charged on a time and material basis.

ISLAND BOOTHS
For island booths with no labor ordered, there is a 1/2 hour minimum installation charge and a 1/2 hour minimum dismantle charge.

INLINE AND PENINSULA BOOTHS
Power will be placed in the back of the booth unless otherwise specified.

24 HOUR SERVICES
If an uninterrupted power supply is required for the full duration of the show, please order 24 hour power. Electricity is turned on 30 minutes prior to show opening and turned off 30 minutes after show closes on show days. Power will be turned off immediately after final show closing. If you require power outside actual show hours, special arrangements should be made in advance. Additional charges may apply.

SEPARATE OUTLETS
Separate outlets should be ordered for each piece of equipment and/or each power location.

HANGING SIGNS
Show site prices will apply if your hanging sign is not received in advance at the warehouse prior to the warehouse shipping deadline date.

CANCELLATION
A 50% refund will be applied to electrical services cancelled after installation. Refunds will not be issued for materials and/or labor charges related to the installation.

OVERHEAD POWER
If you require your power from overhead, additional materials and labor may be incurred. Please contact SanAntonioUtilities@freemanco.com.

TOTAL COST

Outlet(s)	**$** _____
Lighting	**$** _____
Tax 8.25%	**$** _____
GRAND TOTAL	**$** _____

FREEMAN electrical

ELECTRICAL INSTRUCTIONS

FREEMAN electrical

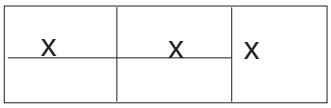
HOW TO CALCULATE YOUR ELECTRICAL REQUIREMENTS:

For Equipment
All electrical equipment is stamped or labeled with electrical ratings usually found on the back or bottom of the equipment. Verify voltage and either amerage or wattage from the information provided. Standard office and household items operate on 110/120 volt power. Machinery and equipment typically require 208 or 280 volt power.

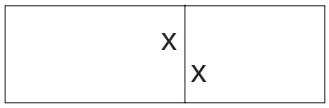
For Lighting
Verify the wattage of the bulbs in the lights and multiply by the number of bulbs/lights.

LOCATION OF POWER IN YOUR BOOTH:

Inline and Peninsula Booths
Power will be installed in one location, typically on the floor somewhere along the back of the booth, as indicated in the following diagrams. (We cannot guarantee that the outlet will be specifically located in the middle.)



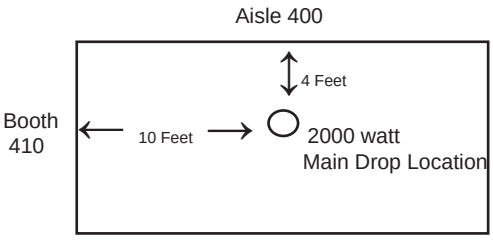
IN-LINE BOOTHS / PENINSULA



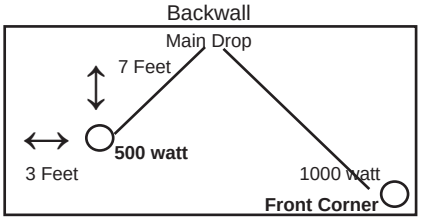
BACK TO BACK PENINSULA

If power is required in locations other than indicated above, secondary distribution will be required and billed on a time and material basis. Please complete and submit and Electrical Labor Order Form with your power order, along with a floor plan as described below.

Island Booths/Multiple Outlets
Floor plans are always required for Island Booths and orders for multiple outlet locations. The floor plan must indicate booth dimensions, surrounding booth numbers for orientation within the facility, each outlet location, required wattage or amperage and location for main drop. If power location in an island booth is not provided prior to show move-in, a location will be determined by Freeman in order to maintain delivery schedules. Relocation of the service will be charged on a time and material basis. See examples below. A grid is available at www.freemanco.com to print as a basy layout.



Island Booth with one outlet



10 X 20 Booth with multiple outlets
Labor Required

OTHER:
1. Labor is required for any and all electrical work over and above the installation of the main power drop. Please see the Electrical Labor Order Form for complete details. Please complete the labor order form.
2. Dismantle labor will be automatically charged at 50% of the installation time and rounded to the nearest half hour.
3. All material and equipment provided by Freeman is for rental purposes only and remains the property of Freeman. All equipment will be removed at the close of the show by Freeman.
4. All equipment regardless of power source, must comply with Federal, State, and local codes. Freeman reserves the right to inspect all electrical devices and connections to ensure compliance with all codes. Freeman is required to refuse connections where the exhibitor wiring is not in accordance with local electrical code.
5. Standard wall and other permanent building utility outlets or sockets are not part of booth space and may not be used by exhibitors unless electrical services have been ordered.
6. Exhibitors' cords must be a minimum of 14 gauge 3 wire with ground and must be flat when used for floorwork. All multi-outlet devices (eg - power strips) must have circuit protection. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
7. Exhibitors' equipment will be modified to conform to Freeman receptacles. Labor and materials to install or change a cord cap will be billed on a time and material basis.
8. Exhibitors with hardwall displays must arrange for power to be installed inside the booth or provide access.
9. Power sharing is not permitted between exhibitors.

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ELECTRICAL LABOR

LABOR RATES & SCHEDULE

Straight Time - Monday - Friday, 8:00 am - 4:30 pm (Excluding Holidays)

Overtime - Monday - Friday, 4:30 pm - 8:00 am All day Saturday, Sunday and Holidays

Description	Advance Price	Show Site Price
Electrician - ST	**$ 86.00**	**$ 121.50**
Electrician - OT	**$ 172.00**	**$ 241.00**
Condor w/crew - ST	**$ 439.50**	**$ 615.25**
Condor w/crew - OT	**$ 478.75**	**$ 670.25**
Forklift w/operator - ST	**$ 120.00**	**$ 168.00**
Forklift w/operator - OT	**$ 161.00**	**$ 225.50**
Man Cage	**$ 46.00**	**$ 46.00**

Dismantle labor will be charged at 50% of the total install time rounded to the next half hour.

*** Show site price applies to all labor orders placed at show site.**
*** Start time guaranteed only at start of working day.**

Review the list of work below to determine if electrical labor is required in your booth. None of the following services may be performed by other Unions or I&D houses as it falls under electrical jurisdiction. Time and material charges will apply. Please visit the Freeman Service Desk to confirm that you are ready for service.

Note: For more information and an example of a completed floor plan, please see the following page.

FLOOR WORK:

Floor work is the distribution of electrical under carpet and flooring.

☐ **OK TO PROCEED WITHOUT EXHIBITOR PRESENT:**

Complete Before: Date_____ Time _____

Work is completed prior to your arrival. Freeman must receive detailed blue prints/floor plans for power distribution under carpet.

PRINT NAME: _____

AUTHORIZED SIGNATURE:_____

☐ **EXHIBITOR SUPERVISION (DO NOT PROCEED):**

Date_____Time_____# of Electricians _____

NAME OF ON-SITE CONTACT:_____

CELL PHONE:_____

Special Instructions:_____

_____

_____

_____

_____

_____

BOOTH WORK:

Booth work is any of the following. Please check all that apply:

- ☐ Distribution of electrical overhead (more than one drop location in your booth).
- ☐ Distribution of electrical through booth structure.
- ☐ Mounting of plasmas/LCD monitors and lights.
- ☐ Connection or hard wiring of all exhibitor equipment.
- ☐ Lighting used as spot or flood lights.
- ☐ Assembly and installation of all lighting from truss or beams (including assembly and hanging of truss).
- ☐ Wiring of overhead signs.
- ☐ Installation of electrical headers and/or light boxes.
- ☐ Other_____

Labor Request

Date_____ Time_____ Est. # Hours_____ # Electrician_____

Date_____ Time_____ Est. # Hours_____ # Electrician_____

Date_____ Time_____ Est. # Hours_____ Lift Type_____

NAME OF ON-SITE CONTACT:_____

CELL PHONE:_____

Special Instructions: _____

_____

_____

_____

_____

FREEMAN electrical labor

ELECTRICAL INSTRUCTIONS

1 Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published.
2 A minimum charge of one hour is applicable to all labor requests. Additional time on the same day is billed in 1/2 hour increments. Continuations to another day are a minimum of 1 hour.
3 Charges for labor commence at time of dispatch to service the labor call. A one hour minimum will apply if an exhibitor representative is not present at the time of call or reschedules the call, unless 24 hour advance notice is received in writing.
4 Labor charges will include the time for electricians to gather the necessary tools and material for the job, have their work checked by the client and return the tools and material to the supply area.
5 Exhibitors may supply their own 14 gauge 3 wire flat cable, extension cords and/or power strips, both of which must be grounded and UL approved.

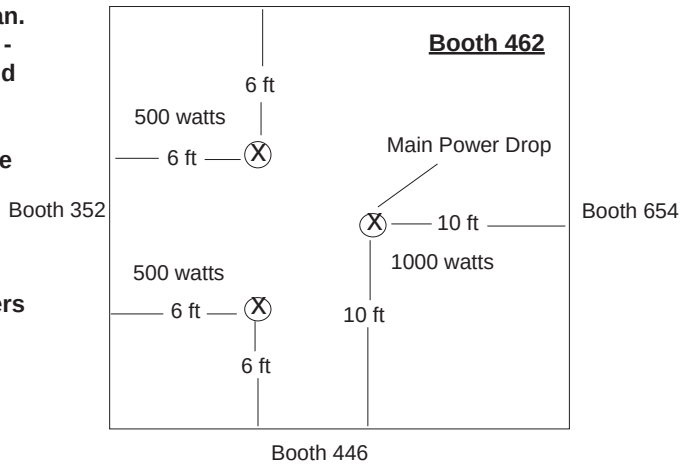
CANCELLATION POLICY

A 50% refund will be applied to electrical outlets cancelled after installation. Refunds will not be issued for materials and/or labor charges related to the installation.

EXAMPLE OF PLAN AND INFORMATION REQUIRED TO COMPLETE FLOORWORK

Please indicate the following on the floor plan.

1. **Location and load of main power drop - please provide specific dimensions and wattages/amperages.**
2. **Location and load of all outlets - please provide specific dimensions and wattages/amperages.**
3. **Booth orientation - please provide surrounding aisle and/or booth numbers**



FREEMAN electrical labor

ELECTRICAL SERVICES

From under carpet wiring to overhead lighting, Freeman has the power to simplify your electrical needs and installation. We've answered your most common questions below to help you place your order or prepare for a detailed discussion. Whether you require basic household/office power or a more technical installation for equipment, audio-visual presentations or truss lights, our electrical specialists and qualified electricians are always available to assist you.

How do I know how much power I need?

First, review a layout of your exhibit, noting all of the items in it that require power. Consider lighting, computer equipment, and your own product. Are you bringing or renting any a/v equipment or ordering catering services that might need power? Will you be using a lead retrieval machine? If it's an item that plugs into a standard wall outlet found in a home or office (in North America), it will require 110/120 volt power. 208 or 480 volt power is generally used for machinery or industrial cooking devices and is ordered by single or 3 phase.

Next, mark the voltage and wattage or amperage (referred to as "load") (100 watts = 1 amp) of each piece of equipment at it's location in the booth. This information should be provided on a name plate or stamp usually located on the back or bottom of the equipment. If not indicated, check our accompanying electrical usage guide for estimated wattages for common items used at trade shows or call your rental company/ caterer for specifics. For lighting, loads are dictated by the wattage of the bulbs. Arm lights included with Freeman exhibit packages use 200 watt bulbs. Keep in mind that you need to order power for any lighting within your booth unless the lights are ordered directly from the Electrical Department (those listed on the Freeman electrical order form).

Finally, total the wattage for the 120 volt devices in each area and select an outlet that meets or exceeds that total. Separate outlets should be ordered for each piece of equipment and/or each power location to help minimize tripping/power outages. It is always safer to slightly overestimate your power requirements. Wattage or amperages cannot be combined for 208 or 480 volt apparatus. Please order separate outlets for each.

Do I need to order labor?

As the official service contractor, electrical installations must be performed by Freeman union labor. Labor is required for any electrical work over and above the delivery of outlets to the back wall of inline booths. Labor orders will automatically be input upon receipt of an electrical layout for under carpet installation (floor work) or to connect any 208 volt or higher services (hook up). Dismantle labor for electrical services is calculated at 50% of the installation time since much of the work is performed on a mass basis after booths are removed from the exhibit hall. Please see the electrical labor order form for further details, rules and regulations.

What is an electrical layout and why do I need one?

Like your own home, electrical boxes and wiring should not be visible once the exhibit is completed. At show site, they are the first things to be installed so that they can be hidden by drape, walls or counters and under flooring or carpet. Electricians, therefore, work on a blank slate. A good electrical layout or floor plan provides them with a simple overhead view of your booth indicating the locations and load of each electrical outlet and the orientation of your booth within the show itself. The layout should be to scale and provide specific measurements to each outlet along with surrounding aisle or booth numbers to ensure accuracy. For island booths, a main power location must also be indicated as it is the location from which other outlets are fed. Please see the sample layouts and electrical grid for further information.

When a layout and credit card are provided in advance, Freeman makes every effort to ensure that the floor work is completed before you arrive so that there is no delay in assembling your booth. Once carpet is laid, installing or changing electrical services becomes much more difficult and potentially costly.

Please note that layouts, complete with mandatory information, are required prior to the deadline date for electrical orders to be eligible for advance rates. Layouts are not required if all outlets are located at the back wall in inline booths.

Is the price for power per day?

Outlet or connection prices are typically for an entire show.

What is 24 hour power?

Many facilities these days are energy conscious and therefore turn off power overnight during show days. Power is turned off 1/2 hour after the show closes at the earliest and restored no later than 1/2 hour before the show opens the following day. 24 hour power is, as it sounds, power that is continuously on 24 hours per day.

If your booth includes, for example, refrigeration equipment, an aquarium or programmable apparatus that depends on uninterrupted power, you should consider ordering 24 hour service. Power is usually not turned off during move-in or move-out.

Where does the power come from?

Depending on the facility, the power can come from overhead catwalks, floor ports, columns, wall outlets or a combination of these sources. Check with the local Freeman branch office for more information.

Where will my power be located?

In-line and peninsula booths will find their main power source on the floor somewhere along the rear drape line of their booth. Island booths need to submit an electrical layout. Please see the sample layouts and electrical grid for further information.

What if I need power at another location besides the rear of my booth? What if I have multiple power locations?

Exhibitors requiring power at any location other than a back wall must submit an electrical layout. Please see the sample layouts and electrical grid for further information.

How many places will I have to plug in? How many things can I plug in?

For planning purposes, you should always assume that there is only one connection point per outlet ordered. Power strips can provide additional sockets but do not confuse having more places to plug in with additional power. For example – An order is placed for a 500 watt outlet. A track light with 4 – 100 watt bulbs is plugged in to a power strip connected to the outlet, using 400 of the 500 watts. Any lighting or equipment now plugged in to a second socket may not exceed 100 watts.

Also keep in mind that power strips are designed, for safety purposes, to trip at 1500 watts or 15 amps. Using a power strip with a 2000 watt (20 amp) outlet will reduce it to a 1500 watt outlet.

All orders exceeding 120 volt/20 amps provide one connection point only, cannot accommodate power strips and require labor for installation.

Can I bring my own extension cords and power strips? (Also known as plug strips, multi strips, etc.)

Exhibitors may use their own extension cords and power strips under the following conditions:

- The equipment must be 3 wire, 14 gauge minimum with a ground.
- The extension cords must be flat if they are to be laid under carpet. (Labor is required to lay the cords.)
- All power strips must have circuit protection.

Can I run my extension cords under the carpet myself?

For safety reasons, exhibitors are not allowed to run any electrical wiring under any type of floor covering or where they may be concealed in the booth structure. The show's electrical contractor is liable for electrical installations and therefore must perform all floor or booth work.

Will my floor work be completed before I arrive?

Every attempt is made to have floor work completed prior to carpet installation if you have submitted the following:

- A completed electrical order form.
- A valid and authorized credit card to be kept on file for the company.
- An electrical layout indicating the main power location, dimensions to each power location, the power required at each location, and surrounding aisle or booth numbers to determine orientation of the booth.

Labor and material charges apply.

When will my power be turned on?

Power is only guaranteed to be installed before the show opens. If Freeman is allowed early access to the facility, power is normally ready the first day of move-in for exhibitors but any special requests such as temporary chain motor power, programming machinery or testing equipment should be noted on your order.

Do I need lighting?

Lighting can dramatically change the impact of an exhibit, no matter the size. Used effectively, lighting can emphasize specific areas of a booth or highlight products. Also, an exhibit will appear dark and uninviting if the surrounding booths are lit and yours is not.

Can I hang my own lights?

10 x 10 booths with pop-up displays (a display that can be assembled in less than 30 minutes without tools) can hang their own lights and plug them in without ordering labor. Typically, exhibitors themselves can hang up to 7 lights as long as they require no more than 20 amps in total but it is best to clarify with the local branch. If a decorating company (including Freeman) has been contracted to install a display, electrical labor is required to install the lights. Due to union contracts, no other union is allowed to install electrical equipment.

Do I need to order power for my lighting?

Exhibitors ordering Electrical Services lighting (those listed on the Freeman electrical order form) do not need to order power. It is included in the rental. Exhibitors supplying their own lighting or renting lights need to order power. Labor may be required to hang the lights.

Do I need to order labor to plug in my lights or equipment?

Most 120 volt connections do not require labor. Exhibitors are welcome to plug in their own standard office devices. Labor is required for all 208 or 480 volt connections and if lights or equipment need wiring or if electrical cords are to be run under the carpet or in concealed areas to ensure that all electrical codes and building rules are met.

How can I save money and frustration when ordering electrical services?

Most importantly, be sure to submit your order before the discount price deadline date. If an electrical layout is needed, it also must be received, complete with mandatory information, before the deadline date to be eligible for discount pricing. Late orders can be subject up to a 50% increase in cost because of the behind-the-scenes planning required to distribute power.

Don't underestimate your power requirements and work within the local rules, regulations and union jurisdictions. They have been implemented to avoid problems. While it may seem simple to plug in lights and equipment, it is not uncommon for exhibit or non electrical staff to overload circuits. Trouble calls can become expensive when it takes time to find the source of a problem.

If unsure about labor, call us for direction and if necessary, place a "will call" order before the discount price deadline date. You will only incur a charge if labor is dispatched to your booth but you'll have secured the advance pricing. And, check in with the electrical or service desk as soon as you know you need labor, not at the time you want the electricians in your booth. It will help to avoid delays as we can schedule accordingly.

Lastly, try to resolve any disputes at show site. It is much easier to discuss electrical issues when both parties can physically review the installation.

Additional questions?

Call customer service at the number listed on the Quick Facts and ask for the Electrical Services Department. For fast, easy ordering, tools, and helpful hints go to www.myfreemanonline.com.

FREEMAN
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San Antonio, Texas 78219
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NAME OF SHOW: **PROPERTY LOSS RESEARCH BUREAU - 300734 / APRIL 18 -19, 2016**

COMPANY NAME: BOOTH #:

CONTACT NAME: PHONE #:

E-MAIL ADDRESS:

For Assistance, please call 210-554-2021 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

COMPRESSED AIR: 90-100 lbs. PSI

	QTY.	Discount Price	Standard Price	TOTAL
Service charge for 1st outlet	_____	395.00	592.50 = $	_____
Each additional air outlet (within 5 feet of 1st outlet)	_____	211.00	316.50 = $	_____
Additional footage per foot	_____	4.70	7.05 = $	_____
CFM requirements (minimum 5 CFM per outlet - price is per CFM)	_____	10.00	15.00 = $	_____
			Total	_____

There will be a minimum of (1) hour charged for labor. **Note:** Our Plumbing Department will not be responsible for moisture or water in air lines. Exhibitors should supply their own filter or other equipment to handle moisture or water. Exhibitors are not allowed to bring air compressors on the show floor.

WATER

Service Charge for water outlet	_____	357.00	535.50 = $	_____
Each additional water outlet (within 5 feet of 1st outlet)	_____	205.00	307.50 = $	_____
Additional footage per foot (after 1st 90 feet)	_____	4.50	6.75 = $	_____
			Total	_____

Note: Pressure may vary. No guarantee can be made of minimum or maximum pressures. If pressure is critical, exhibitors should arrange to have a pressure regulator valve installed.

DRAINS

Service Charge for first drain outlet at rear of booth	_____	393.00	589.50 = $	_____
Each additional drain outlet within the same booth	_____	223.00	334.50 = $	_____
Additional Footage per foot (after 1st 90 ft.)	_____	4.50	6.75 = $	_____
			Total	_____

FILL & DRAINS

0 - 200 Gallons	_____	227.00	340.50 = $	_____
201 - 400 Gallons	_____	340.00	510.00 = $	_____
Each Additional 100 Gallons	_____	39.00	55.50 = $	_____
			Total	_____

NOTE: Plumbing Contractor not responsible for color or sediment in water fill. If waste water for drain contains hazardous material, chemicals or metals, it cannot be drained. Prices for fill & drains are based on straight time, one hour minimum. Additional labor charges may be incurred if equipment leaks and/or endangers other property.

Ramps over utility lines in a booth are provided on a time and material basis. A minimum of one hour additional labor charge will apply to lay lines under the carpet or floor or to spot from ceiling. A minimum of one hour labor will apply to remove lines. Please attach floor plan with order to show location of lines.

LABOR

1 hour minimum charge for all services for both installation and removal. Total 2 hours. Additional time charged in 1 hour increments.

	Advance Price	Show Site Price	
Straight Time Monday - Friday, 8:00 a.m. - 4:30 p.m. (except holidays)	$ 77.00	$ 108.00= $	_____
Overtime Before 8:00 a.m. and after 4:30 p.m. weekdays, All day Saturday, Sunday and Holidays	$ 154.00	$ 215.75 = $	_____

In order to obtain the DISCOUNT price, your order and Method of Payment must be received by deadline date.

FREEMAN air / water / drain / gas

PLUMBING CONDITIONS AND REGULATIONS

1 To receive discount prices, order must be received by Freeman with full payment.
2 Credit will not be given for connections installed and not used.

3 All material and equipment furnished by Freeman for this service order shall remain Freeman property and shall be removed ONLY by Freeman at the close of the show.

4 All equipment must comply with state and local safety codes.

5 Claims will not be considered unless filed by exhibitor prior to close of show, no exceptions.

6 Under no circumstances shall anyone other than “Qualified Plumbing Personnel” make service connections.

7 All equipment using water must have inlet and outlet properly tagged.

8 Unless otherwise directed, Freeman Plumbing Personnel are authorized to cut floor coverings to permit installation of service.

9 Connection rates listed cover bringing service from main line to booth and do not include connecting equipment.

10 Service outlet size will be determined by the volume required.

11 All work performed within booth attaching lines to equipment will be charged on a time and material basis.

12 All outlets will be installed on the floor at the backwall of booth.

13 Freeman will not be responsible for moisture or water in air lines. Exhibitors should supply their own filter or other equipment to handle moisture or water.

14 Freeman must have 30 days notice in order to supply special regulators, strainers, traps, etc.

15 All utility outlets include up to 90 feet of accomplished distance. Use of additional footage or equipment will be charged at the prevailing labor and material rate.

16 Exhibitors are not allowed to bring air compressors on the show floor.

17 Pressure may vary. No guarantee can be made of minimum or maximum pressures. If pressure is critical, exhibitors should arrange to have a pressure regulator valve installed.

18 Please contact our Plumbing Department at 210-554-2021 for an estimate regarding labor or additional footage.

- **Electricity or electrical labor to connect and operate any plumbing apparatus is not included.**
- **All electrical requirements must be ordered on the Electrical Rental Order Form.**

FREEMAN air / water / drain / gas

PAYMENT & LABOR

YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE. The terms and conditions set forth below become a part of the Contract between Freeman and you, the Exhibitor. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

• THE METHOD OF PAYMENT FORM IS SIGNED; OR
• AN ORDER FOR LABOR, SERVICES AND/OR RENTAL EQUIPMENT IS PLACED BY EXHIBITOR WITH FREEMAN; OR
• WORK IS PERFORMED ON BEHALF OF EXHIBITOR BY FREEMAN.

DEFINITIONS
For purposes of this Contract, Freeman means Freeman Expositions, Inc. and its respective employees, directors, officers, agents, assigns, affiliated companies, and related entities including, but not limited, to any subcontractors Freeman may appoint. The term "Exhibitor" means the Exhibitor, its employees, agents, or representatives.

PAYMENT TERMS
Full payment, including any applicable tax, is due in advance or at show site. All payments must be in U.S. funds and all checks must be drawn on a U.S. bank. Orders received without advance payment or after the deadline date will incur additional After Deadline charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of Freeman except where specifically identified as a sale. All rentals include delivery, installation, and removal from Exhibitor's booth. In case of cancellation of any orders or services by Exhibitor, a one-hour "per person, per hour" charge will be applied for all labor orders that are not canceled in writing at least 24 hours prior to the scheduled start time. If Prestige Carpet, Custom-Cut Carpet, Modular Rental Exhibits and any other custom-order items or services have already been provided at the time of cancellation, fees will remain at 100% of the original charge. If the Show or Event is canceled because of reasons beyond Freeman's control, Exhibitor remains responsible for all charges for services and equipment provided up to and including the date of cancellation. Freeman will not issue refunds to Exhibitor of any payments made before the date of cancellation. It is Exhibitor's responsibility to advise the Freeman Service Center Representative of problems with any orders, and to check the Exhibitor's invoice for accuracy prior to the close of the Show or Event. If Exhibitor is exempt from payment of sales tax, Freeman requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless Exhibitor is rebilling these charges to its customers. For International Exhibitor's, Freeman requires 100% prepayment of advance orders, and any order or services placed at show site must be paid at the show. For all others, should there be any pre-approved unpaid balance after the close of the show; terms will be net, due and payable in DALLAS, TEXAS upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a prepaid basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by Freeman shall be either applied to reduce the principal unpaid balance or refunded to the payer. If past due invoices or invoice balances are placed with a collection agency or attorney for collection or suit, Exhibitor agrees to pay all legal and collection costs. THESE PAYMENT TERMS AND CONDITIONS SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF TEXAS. In the event of any dispute between the Exhibitor and Freeman relative to any loss, damage, or claim, such Exhibitor shall not be entitled to and shall not withhold payment, or any partial payment, due to Freeman for its services, as an offset against the amount of any alleged loss or damage. Any claims against Freeman shall be considered a separate transaction, and shall be resolved on its own merits. Freeman reserves the right to charge Exhibitor for the difference between the Exhibitor's estimate of charges and the actual charges incurred by Exhibitor, or for any charges that Freeman may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. If Exhibitor provides a credit card for payment and charges are rejected by the Exhibitor's credit card company for any reason, Freeman hereby provides notice that it reserves the right, and Exhibitor authorizes Freeman, to continue to attempt to secure payment through that credit card for as long as unpaid balances remain on the Exhibitor's account.

ELECTRICAL
Claims will not be considered, or adjustments made unless filed in writing, by Exhibitor, prior to the close of the event. Freeman is not responsible for any damage or loss caused by the loss of power beyond its control and Exhibitor agrees to hold Freeman, its officers, directors, employees and agents harmless from such power loss. IN NO EVENT SHALL Freeman BE LIABLE FOR ANY INDIRECT OR CONSEQUENTIAL DAMAGES (INCLUDING WITHOUT LIMITATION LOST PROFITS) EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, WHETHER UNDER THEORY OF CONTRACT, TORT (INCLUDING NEGLIGENCE), PRODUCTS LIABILITY OR OTHERWISE. Exhibitor shall indemnify and hold harmless Freeman, its officers, directors, employees, and agents from and against any and all claims, liabilities, damages, fines, penalties or costs of whatsoever nature (including reasonable attorneys' fees) arising out of or in any way connected with Exhibitor's actions or omissions under this Agreement.

LABOR UNDER THE SUPERVISION OF EXHIBITOR
RESPONSIBILITIES:
Exhibitor shall be responsible for the performance of labor provided under this option. It is the responsibility of Exhibitor to supervise labor secured through Freeman in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with Freeman's Safe Work Rules and/or Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management rules and/or regulations. It is the responsibility of Exhibitor to check in with the Service Desk to pick up labor, and to return to the Service Desk to release labor when the work is completed.

INDEMNIFICATION:
Exhibitor agrees to indemnify, hold harmless, and defend Freeman from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) arising out of or occasioned by the acts or omissions of Exhibitor. The Exhibitor's indemnification of Freeman includes any and all violations of Federal, State, County or Local ordinances, Show or Event Regulations and/or Rules as published and/or set forth by Facility or Show Management, and/or directing labor provided by Freeman to work in a manner that violates any of the above rules, regulations, and/or ordinances.

IMPORTANT
PLEASE REFER TO FREEMAN'S "MATERIAL HANDLING TERMS & CONDITIONS" AS IT RELATES TO MATERIAL HANDLING SERVICES AND TO THE "SERVICE REQUEST & SHIPPING INSTRUCTIONS CONTRACT" AS IT RELATES TO TRANSPORTATION SERVICES. CONTRACT TERMS DEPEND ON THE NATURE OF SERVICES SECURED BY EXHIBITOR THROUGH FREEMAN. TERMS & CONDITIONS MAY VARY FOR EACH TYPE OF SERVICE ORDERED THROUGH FREEMAN.

MATERIAL HANDLING

YOU ARE ENTERING A BINDING CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE. Acceptance of said terms and conditions will be construed when any of the following conditions are met**:** This Material Handling Agreement (MHA) is signed; Exhibitor's materials are delivered to Freeman's warehouse or to an event site for which Freeman is the Official Show Contractor; or an order for labor and/or rental equipment is placed by Exhibitor with Freeman.

1. DEFINITIONS. For purposes of this Contract, Freeman means Freeman Expositions, Inc., and its employees, directors, officers, agents, assigns, affiliated companies, and related entities. In no event shall Freeman be deemed to be the Ultimate Consignee for shipping and custom purposes. The term "Exhibitor" means the Exhibitor, its employees, agents, and representatives.

2. **PACKAGING/CRATES AND STORAGE.** Freeman shall not be responsible for damage to loose or uncrated materials, pad wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed or labeled materials. Freeman shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or have prior damage. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means. Freeman does not accept any crates or packaging containing hazardous materials. Goods requiring cold storage and those in accessible storage are stored at Exhibitor's own risk. **FREEMAN ASSUMES NO RESPONSIBILITY OR LIABILITY FOR LOSS OR DAMAGE TO GOODS IN COLD STORAGE OR ACCESSIBLE STORAGE.**

3. **EMPTY CONTAINERS**. Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of Exhibitor or its representative. All previous labels must be removed or obliterated. Freeman assumes no responsibility for: error in the above procedures; removal of containers with old empty labels and without Freeman labels; or improper information on empty labels. **FREEMAN WILL NOT BE LIABLE FOR LOSS OR DAMAGE TO CRATES AND CONTAINERS OR THEIR CONTENTS WHILE SAME ARE IN EMPTY CONTAINER STORAGE.**

4. **INBOUND/OUTBOUND SHIPMENTS.** There may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of Exhibitor, or a lapse of time between the completion of packing and the actual pickup of materials from the booths for loading onto a carrier and during such times, Exhibitor materials will be left unattended. **FREEMAN IS NOT RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS AFTER THEY HAVE BEEN DELIVERED TO EXHBITOR'S BOOTH AT SHOW SITE OR BEFORE THEY HAVE BEEN PICKED UP FOR RELOADING AT THE CONCLUSION OF THE EVENT**. Freeman recommends the securing of security services from Facility or Show Management. All MHA's submitted to Freeman by Exhibitor will be checked at the time of pickup from the booth and corrections will be made where discrepancies exist between the quantities of items on any form submitted to Freeman and the actual count of such items in the booth at the time of pickup. Freeman is not responsible for any wait time or other charges including business center charges arising from delivery or pickup of Exhibitor's materials.

5. **DELIVERY TO THE CARRIER FOR RELOADING**. Freeman assumes no responsibility for loss, damage, theft, or disappearance of Exhibitor's materials after same have been delivered to Exhibitor's appointed carrier, shipper, or agent for transportation after the conclusion of the show. Freeman loads the materials onto the carrier under directions from the carrier or driver of that carrier. Any loading onto the carrier will be understood to be under the exclusive supervision and control of the carrier or driver of that carrier. **FREEMAN ASSUMES NO RESPONSIBILITY FOR LOSS, DAMAGE, THEFT OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS THAT ARISES OUT OF IMPROPERLY LOADED OR LABELED MATERIALS.**

6. **DESIGNATED CARRIERS**. Freeman shall have the authority to change the Exhibitor designated carrier if that carrier does not pick up the shipment(s) at the appointed time. Where no disposition is made by Exhibitor, materials may be taken to a warehouse to await Exhibitor's shipping instructions and Exhibitor agrees to be responsible for charges relating to such rerouting and handling. **IN NO EVENT SHALL FREEMAN BE RESPONSIBLE FOR ANY LOSS RESULTING FROM SUCH REROUTING DESIGNATION.**

7. **FORCE MAJEURE.** Freeman's performance hereunder is subject to, and Freeman shall not be responsible for loss, delay, or damage due to, strike, work stoppages, natural elements, vandalism, Act of God, civil disturbances, power failures, explosions, acts of terrorism or war, or for any other cause beyond Freeman's reasonable control, nor for ordinary wear and tear in the handling of Exhibitor's materials.

8. **CLAIM(S) FOR LOSS**. Exhibitor agrees that any and all claims for loss or damage must be submitted to Freeman immediately at the show site and in any case not later than ***thirty (30) business days*** after the date when Exhibitor's materials are delivered to the carrier for transportation from show site or from Freeman's warehouse. All claims reported after thirty (30) days will be rejected. In no event shall a suit or action be brought against Freeman ***more than one (1) year*** after the date of loss or damage occurred.

a. PAYMENT FOR SERVICES MAY NOT BE WITHHELD. In the event of any dispute between the Exhibitor and Freeman relative to any loss, damage, or claim, Exhibitor shall not be entitled to and shall not withhold payment due Freeman for its services as an offset against the amount of any alleged loss or damage. Any claims against Freeman shall be considered a separate transaction and shall be resolved on their own merits.

b. **MAXIMUM RECOVERY.** If found liable for any loss, Freeman's sole and exclusive **maximum** liability for loss or damage to Exhibitors materials and Exhibitor's sole and exclusive remedy is limited to $.50 (USD) per pound per article with a maximum liability of $100.00 (USD) per item, or $1,500.00 (USD) per shipment whichever is a less. All shipment weights are subject to correction and final charges determined by the actual or re-weighed weight of the shipment.

c. **LIMITATION OF LIABILITY.** IN NO EVENT SHALL FREEMAN BE LIABLE TO THE EXHIBITOR OR TO ANY OTHER PARTY FOR SPECIAL, COLLATERAL, EXEMPLARY, INDIRECT, INCIDENTAL, OR CONSEQUENTIAL DAMAGES, WHETHER SUCH DAMAGES OCCUR EITHER PRIOR OR SUBSEQUENT TO, OR ARE ALLEGED AS A RESULT OF, TORTIOUS CONDUCT, FAILURE OF THE EQUIPMENT OR SERVICES OF FREEMAN OR BREACH OF ANY OF THE PROVISIONS OF THIS CONTRACT, REGARDLESS OF THE FORM OF ACTION, WHETHER IN CONTRACT OR IN TORT, INCLUDING STRICT LIABILITY AND NEGLIGENCE, EVEN IF FREEMAN HAS BEEN ADVISED OR HAS NOTICE OF THE POSSIBILITY OF SUCH DAMAGES. SUCH EXCLUDED DAMAGES INCLUDE BUT ARE NOT LIMITED TO LOST PROFITS, LOSS OF USE, AND INTERRUPTION OF BUSINESS OR OTHER CONSEQUENTIAL OR INDIRECT ECONOMIC LOSSES.

9. **DECLARED VALUE**. Declarations of Declared Value are between the Exhibitor and the selected Carrier ONLY, and are in no way an extension of Freeman's maximum liability stated herein. Freeman will use commercially reasonable efforts to transmit the Declared Value instructions to the selected Carrier; however, FREEMAN WILL NOT BE LIABLE FOR ANY CLAIM ARISING FROM THE TRANSMITTAL OF, OR FAILURE TO TRANSMIT, DECLARED VALUE INSTRUCTIONS TO THE CARRIER NOR FOR FAILURE OF THE CARRIER TO UPHOLD THE DECLARED VALUE OR ANY OTHER TERM OF CARRIAGE.

10. **JURISDICTION / VENUE.** THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF TEXAS WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS RULES. EXCLUSIVE VENUE FOR ALL DISPUTES ARISING OUT OF OR RELATING TO THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICITON IN DALLAS COUNTY, TEXAS.

11. **INDEMNIFICATION**. Exhibitor agrees to indemnify and forever hold harmless Freeman from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) arising out or contributed to by Exhibitor's negligent supervision of any labor secured through Freeman; Exhibitor's negligence, willful misconduct, or deliberate act, or the negligence, willful misconduct, or deliberate act of Exhibitor's employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractors (EAC) at the show or event to which this Contract relates, including but not limited to Exhibitor's violation of Federal, State, County or Local ordinance and/or Exhibitor's violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management.

12. **LIEN**. Exhibitor grants Freeman a security interest in and a lien on all of Exhibitor's materials that is from time to time in the possession of Freeman and all the proceeds thereof, including without limitation insurance proceeds (the "Collateral"), to secure the prompt and full payment and performance of all Exhibitor's indebtedness for monies paid, by Freeman on its behalf, services performed, materials and/or labor from time to time provided by Freeman to or for the benefit of Exhibitor ("Obligations"). Freeman shall have all the rights and remedies of a secured party under the Uniform Commercial Code, as may be amended from time to time ("UCC"), and any notice that Freeman is required to give under the UCC of a time and place of a public sale or the time after which any private sale or other intended disposition of any Collateral is to be made shall be deemed to constitute reasonable notice if such notice is mailed by registered or certified mail at least five (5) days prior to such action. Freeman may hold and not deliver any of the Collateral to Exhibitor for so long as there are any Obligations that remain unpaid or unsatisfied.

13. **WAIVER & RELEASE**. Exhibitor, as a material part of the consideration to Freeman for material handling services, waives and releases all claims against Freeman with respect to all matters for which Freeman has disclaimed liability pursuant to the provisions of this Contract.

14. **DRIVER LIABILITY WAIVER**. IN CONSIDERATION OF FREEMAN PERMITTING ENTRANCE TO THE PREMISES, YOU, YOUR EMPLOYER, THE OWNER OF THE TRUCK AND/OR EQUIPMENT THAT YOU ARE OPERATING (TRUCKOWNER) AND YOU AS AGENT OF YOUR EMPLOYER AND THE TRUCKOWNER, HEREBY ASSUME ALL RISK OF INJURY OR HARM TO YOURSELF AND OTHERS AND DAMAGE TO YOUR PROPERTY AND PROPERTY BELONGING TO YOUR EMPLOYER OR OTHERS ARISING FROM YOUR ACTIVITIES WHILE BEING PERMITTED TO ENTER THE PREMISES. YOU AGREE TO ENTER AT YOUR OWN RISK. YOU HAVE FULL KNOWLEDGE OF ANY RISK INVOLVED IN THIS ACTIVITY. YOU RECOGNIZE THE HAZARDS AND ARE AWARE OF ALL THE RULES FOR SAFE OPERATION. YOUR EMPLOYER, THE TRUCKOWNER, AND YOU AGREE TO INDEMNIFY AND HOLD HARMLESS FREEMAN, ITS EMPLOYEES, OFFICERS, DIRECTORS, AGENTS, ASSIGNS, AFFILIATED COMPANIES AND RELATED ENTITIES, AGAINST ANY AND ALL LIABILITY, ACTIONS, CLAIMS, AND DAMAGES OF ANY KIND WHATSOEVER ARISING FROM YOUR ACTIVITIES WHILE BEING PERMITTED TO ENTER THE PREMISE.

REV 11/13

FREEMAN TERMS & CONDITIONS

AIR CARGO

FREEMAN TERMS & CONDITIONS

AIR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

In tendering this shipment, the Shipper and Consignee agree to these TERMS which no agent or employee of the parties may alter. This Air Service Request and Shipping Instruction Contract is NON-NEGOTIABLE and has been prepared by Shipper, or if by Freeman or another on Shipper's behalf, it shall be deemed, conclusively, to have been prepared by the Shipper. The Shipper agrees that this shipment is subject to the TERMS stated herein All TERMS, including but not limited to, all the limitations of liability, shall apply to our agents and their contracting carriers.

1. DEFINITIONS: In this Contract, "Freeman" means Freeman Expositions, Inc., and its respective employees, officers, directors, agents, assigns, affiliated companies, and related entities including any contractors appointed by Freeman. The term "Shipper" means the person or business for whom the property is being transported, and includes their respective employees, officers, directors, agents, assigns, affiliated companies, and contractors appointed by the Shipper, excluding only Freeman. "Property" is all objects of any type received from the Shipper for transport by Freeman as described herein. "Consignee" is the party to whom Shipper has designated the goods are to be delivered.

2. FINAL CONTRACT BETWEEN THE PARTIES: In exchange for Shipper's payments and Freeman's services, which the parties have specified in this two-page Contract (including the Air Cargo Service Request and Shipping Instructions), Freeman and Shipper each agree that this Contact shall govern their respective rights and obligations regarding transportation of Shipper's property. This Contract shall take effect when the property first comes into the physical possession of Freeman, and the responsibility of Freeman under same shall end when the property has been placed in the possession of the Consignee or the Consignee's designated agent. If any part or provision of this Contract is found by a court of competent jurisdiction to be void or unenforceable, the remainder of the Contract shall continue in full force and effect.

3. Freeman's RESPONSIBILITIES UNDER THE CONTRACT ARE LIMITED: Freeman is responsible for the satisfactory performance of only those services which it directly provides under this Contract. Freeman shall not be responsible for the performance of individuals of firms who are not under the direct supervision or control of Freeman. Freeman shall not be responsible for events or causes of loss, delay, or damage beyond its reasonable control, including (by way of illustration only, and not as a limitation on the breadth of this clause), strike, lockout, work slowdown or stoppage, power failure, breakdown of plant or machinery, facility failure, vandalism, theft, Act of God, effect of natural elements, riot, civil commotion or disturbance, terrorism, act of war or belligerent parties, and any other cause or causes beyond the reasonable control of Freeman. EXCEPT FOR ELIGIBLE GUARANTEED SERVICE SHIPMENTS, Freeman DOES NOT GUARANTEE DELIVERY BY ANY SPECIFIC TIME OR DATE.

4. PACKAGING AND CRATES: Shipper's property must be well packaged for safe and secure handling, storage and shipment using ordinary care. Each piece must be legibly and durably marked with the name and address, including correct ZIP code of the Shipper and Consignee. When a container is used repetitively by Shipper, Shipper must remove all old labels, tags, markings, etc., and Shipper must ensure that the container retains adequate strength for transportation. Freeman makes neither representation nor any warranty regarding the acceptability or suitability of any packaging system or procedure that Shipper might use for its property. Freeman shall not be responsible for damage to loose or uncrated materials, padwrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed or labeled materials. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means. General guidance as to acceptable packaging systems and procedures may be found in publications such as the National Motor Freight Classification, published by the National Motor Freight Traffic Association. For shipments of Perishable Commodities, U.S. and Canadian shipments must be packed to travel without spoilage for 72 hours from time of pickup; all International shipments must be packed to travel without spoilage for 24 hours beyond an agreed deadline. Freeman reserves the right to periodically embargo regions of the world due to conditions that may cause damage to perishable commodities.

5. REFUSED SHIPMENTS: If the Consignee refuses a shipment tendered for delivery or if Freeman is unable to deliver a shipment because of fault or mistake of the Consignor or Consignee, Freeman's liability shall then become that of a warehouseman.

(a) Freeman shall promptly attempt to provide notice, by telephonic, electronic or written communication as provided on the face of these shipping instructions, if so indicated, to Shipper or the party, if any, designated to receive notice in these instructions.
(b) Storage charges, based on Freeman's applicable rates, shall start no sooner than the next business day following the attempted notification. Storage may be, at Freeman's option, in any location that provides reasonable protection against loss or damage. Freeman may place the shipment in public storage at the owner's expense and without liability to Freeman.
(c) If Freeman does not receive disposition instructions within 48 hours of the time of Freeman's attempted first notification, Freeman will attempt to issue a second and final confirmed notification. Such notice shall advise that if Freeman does not receive disposition instructions within 10 days of that notification, Freeman may offer the shipment for sale at a public auction and Freeman has the right to offer the shipment for sale. The amount of sale will be applied to Freeman's invoice for transportation, storage and other lawful charges. Shipper will be responsible for the balance of charges not covered by the sale of the goods. If there is a balance remaining after all charges and expenses are paid, such balance will be paid to the owner of the property sold hereunder, upon claim and proof of ownership.
(d) Where Freeman has attempted to follow the procedure set forth above and the procedure is not possible, nothing shall be construed to abridge the right of Freeman, at its option, to sell the property under such circumstances and in such manner as may be authorized by law.
(e) When perishable goods cannot be delivered and disposition is not given within a reasonable time, Freeman may dispose of property to the best advantage. Where Freeman is directed by Consignee or Consignor to unload or deliver property at a particular location where Consignor, Consignee, or the Agent of either is not regularly located, Freeman's liability for the shipment shall terminate after unloading or delivery.

6. LIMITATION ON SHIPPER'S RECOVERABLE DAMAGES: FREEMAN'S LIABILITY FOR DAMAGES ON DOMESTIC SHIPMENTS, INCLUDING BUT NOT LIMITED TO THOSE DAMAGES ARISING FROM OR RELATED TO MISDELIVERY, INCOMPLETE OR OTHERWISE INADEQUATE DELIVERY (INCLUDING BUT NOT LIMITED TO FAILURE TO FOLLOW SHIPPER OR CONSIGNEE INSTRUCTIONS OR FAILURE TO COLLECT OR PROPERLY DELIVER A PAYMENT INSTRUMENT), NONDELIVERY, MISSED PICKUP, AND LOSS OF OR DAMAGE TO CARGO, SHALL BE LIMITED TO THE HIGHER OF $50.00 (USD) PER SHIPMENT OR $.50 (USD) PER POUND ($1.10 (USD) PER KILOGRAM) OF CARGO ADVERSELY AFFECTED THEREBY, PLUS TRANSPORTATION CHARGES APPLICABLE TO THAT PART OF THE SHIPMENT ADVERSELY AFFECTED THEREBY, UNLESS AT TIME OF SHIPMENT THE SHIPPER MAKES A DECLARATION OF VALUE FOR CARRIAGE IN THE SPACE DESIGNATED ON THE SERVICE REQUEST AND SHIPPING INSTRUCTIONS FORM AND PAYS THE APPROPRIATE VALUATION CHARGE. IN NO EVENT SHALL FREEMAN'S LIABILITY EXCEED THE DECLARED VALUE OF THE SHIPMENT OR THE AMOUNT OF LOSS OR DAMAGE ACTUALLY SUSTAINED, WHICHEVER IS LOWER. IF CARRIAGE OF THE SHIPMENT IS SOLELY OR PARTLY BY AIR AND INVOLVES AN ULTIMATE DESTINATION OR A STOP IN A COUNTRY OTHER THAN THE COUNTRY OF DEPARTURE, Freeman's LIABILITY FOR CARGO LOST, DAMAGED OR DELAYED SHALL BE LIMITED TO $9.07 PER POUND ($20.00 PER KILOGRAM) FOR CARRIAGE SUBJECT TO THE UNAMENDED WARSAW CONVENTION OR THE WARSAW CONVENTION AS AMENDED BY THE HAGUE PROTOCOL OF 1955, 17 SPECIAL DRAWING RIGHTS PER KILOGRAM FOR CARRIAGE SUBJECT TO THE WARSAW CONVENTION AS AMENDED BY THE MONTREAL PROTOCOL NO. 4 OF 1975, OR $9.07 PER POUND ($20.00 PER KILOGRAM) FOR CARRIAGE WHERE THE WARSAW CONVENTION, INCLUDING ITS AMENDMENTS, DOES NOT APPLY FOR ANY REASON, UNLESS A HIGHER DECLARED VALUE IS REQUESTED, AND THE FEES SET FORTH IN THE SERVICE GUIDE FOR SUCH HIGHER DECLARED VALUE ARE PAID. FOR INTERNATIONAL SHIPMENTS, THIS SHIPPING REQUEST AND SHIPPING INSTRUCTION CONTRACT SHALL BE DEEMED AN AIR WAYBILL WITHIN THE MEANING OF THE WARSAW CONVENTION.

Notwithstanding the above limitations, domestic shipments containing the following items of extraordinary value are limited to a maximum declared value of $500.00 (USD):
(a) artworks and objects of art, including without limitation original paintings, drawings, etchings, water colors, tapestries and sculpture;
(b) clocks, watches, jewelry (including costume jewelry), furs and fur-trimmed clothing;
(c) personal effects;
(d) and other inherently fragile or unique items, including prototypes, etc.
Any declared value in excess of the maximums allowed herein is null and void, and the acceptance by Freeman for carriage of any shipment with a declared value in excess of the allowed maximums does not constitute a waiver of these maximums. Shipper understands that even if Shipper is not able to participate or fully participate in a show due to loss of, theft of, or damage to its property, Freeman shall never be liable or responsible for damages identified by the terms (by way of example only and not in limitation of the breadth of this clause) such as the following: consequential damages, loss of use damages, loss of profits damages, business interruption damages, delay damages, special damages, collateral damages, exemplary damages, damages awarded for gross negligence, direct damages, indirect damages, damages for failure of performance, breach of contract damages, fraud damages, or any other sort of damage for tort or breach of contract. This limitation shall bind the parties:
(a) whenever or wherever the claimed loss or damage may occur;
(b) even though the alleged loss or damage is claimed to result from negligence, strict liability, products liability, breach of contract, breach of statute or regulation, or any other legal theory or cause, and;
(c) even though Freeman may have been advised or be on notice of the possibility or even the probability of such damages.
Freeman makes no warranties, express or implied, and expressly disclaims any and all warranties. Except for Freeman's failure to deliver in accordance with the Guaranteed Service section of the Service Guide, Freeman will not be liable for misdelivery, incomplete or otherwise inadequate delivery (including but not limited to failure to follow Shipper or Consignee instructions or failure to collect or properly deliver a payment instrument), non-delivery, missed pickup, delay on International shipments, loss or damage unless caused by Freeman's sole negligence.

7. SHIPPER'S RESPONSIBILITIES AND INDEMNIFICATION:
(a) Shipper must pay in full for the services rendered under this Contract at the time the services are requested. The existence of a dispute between Shipper and Freeman relative to any claim or other matter shall have no bearing on this duty of payment. No claim submitted by or on behalf of Shipper will be processed unless Shipper's account is current.
(b) Shipper understands and acknowledges that Freeman does not accept or transport illegal, dangerous or hazardous materials of any kind or nature. Shipper warrants and ensures that its property is inert, and contains no Hazardous Substances, Hazardous Materials, Chemicals, Gases, Explosives, Radioactive Materials, Biologically hazardous agents, or any other substance, matter or object in any form that could pose a threat to the health or safety of persons, property or the public welfare in general. Such goods may be warehoused at owner's risk and expense or destroyed without compensation.
(c) Shipper shall defend and indemnify Freeman, its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys" fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out of or contributed to by any of the following: Shipper's negligence, willful misconduct, or deliberate act; Shipper's violation of Federal, State, County or Local ordinances; Shipper's violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management; and/or Shipper's failure to comply with (b) of this Agreement regarding the inclusion of any dangerous substances in the property placed with Freeman.

8. CLAIMS: Shipper, Consignee, or any other party claiming an interest in the shipment must notify Freeman immediately upon delivery, or in the case of loss or damage which could not have been noted at the time of delivery, within fourteen (14) days of delivery, of any loss or damage to the shipment. Receipt of the shipment by the Consignee or the Consignee's agent without written notice on the delivery receipt and/or delivery manifest will be prima facie evidence that the shipment was delivered in good condition. The amount of the claim may not be deducted from the transportation charges. Notice of loss or damage MUST be reported to Freeman at 800-995-3579. The shipment, its container(s), and packing material must be made available to Freeman for inspection at the delivery location. All shipments are subject to opening for inspection by Freeman; however, Freeman is not obligated to perform such inspection. All claims for loss or damage MUST be made in writing to Freeman within one hundred and twenty (120) calendar days after the date of acceptance of the shipment by Freeman. Please refer to the Service Guide for claim procedures. All claims for service failure must be made within thirty (30) calendar days from the date of shipment and Freeman's sole liability for such claims arising from Guaranteed Service shipments shall be limited to the transportation charges as provided in the Guaranteed Service section of the Service Guide. All claims for overcharge must be made in writing to Freeman within sixty (60) calendar days after the invoice date. No action for loss or damage may be maintained against Freeman unless (a) claimant complies with all requirements of this section and (b) for domestic shipments, if the claimant commences the action within one (1) year of the shipment by Freeman unless otherwise required by International, Federal or State Law. If the claim is for loss or damage involving International shipments, claimant must commence the action within two (2) years from the date of acceptance of the shipment by Freeman unless otherwise required by International, Federal or State Law. For purposes of this section, no action shall be deemed to have commenced until receipt by Freeman of service of process of the action on Freeman. Claims for loss or damage must be delivered to the following address: Sedgwick, PO Box 14151, Lexington, KY 40512-4151.

9. CHOICE OF FORUM: THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE UNITED STATES [INCLUDING ADOPTED INTERNATIONAL CONVENTIONS] AND THE STATE OF TEXAS WITHOUT GIVING EFFECT TO THE STATE"S CONFLICT OF LAWS RULES. FREEMAN AND SHIPPER AGREE THAT ANY CLAIM OR DISPUTE OF ANY SORT ARISING OUT OF OR IN ANY WAY RELATED TO THIS CONTRACT, ITS PERFORMANCE OR NONPERFORMANCE, OR DAMAGES ALLEGEDLY RESULTING FROM SAME WILL BE ARBITRATED IN THE CITY OF DALLAS, TEXAS, AND THE RULES OF THE AMERICAN ARBITRATION ASSOCIATION WILL APPLY. IF BINDING ARBITRATION IS UNAVAILABLE TO RESOLVE ANY CONTROVERSY AND IT IS NECESSARY TO LITIGATE THE DISPUTE, THE DISPUTE SHALL BE LITIGATED IN A COURT OF COMPETENT JURISDICTION IN DALLAS COUNTY, TEXAS.

10. MISCELLANEOUS: Shipper warrants the accuracy of the weight and dimension data furnished in this Contract. Shipper understands that once its property is shipped by Freeman pursuant to the instructions contained in this Contract, Shipper has no right to control the shipment; stop the shipment in transit, or divert or reschedule same, and that Shipper will have no control over the property until it is delivered pursuant to the instructions in this Contract. Shipper agrees that this Contract may be provided to any third party, including common or contract carriers of cargo by air, water, rail, or road, for the purpose of confirming the right of Freeman to control the handling of the property and all matters related to payment for the shipment.

MOTOR CARGO

MOTOR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

This Contract establishes your legal obligations with regard to the property described herein being shipped with Freeman Transportation. It specifically limits your rights and possible recovery if your property is lost or damaged. You must accept all terms and conditions of this Contract. You confirm that you have read and agree with all the terms and conditions of this Contract by receipt without contest. This Contract may not be waived or varied, except in writing, and then only by an authorized representative of Freeman.

1. **DEFINITIONS**. In this Contract, "Freeman" means Freeman Expositions, Inc., and its respective employees, officers, directors, agents, assigns, affiliated companies, and related entities including any contractors appointed by Freeman. The term "Shipper" means the person or business for whom the property is being transported, and includes their respective employees, officers, directors, agents, assigns, affiliated companies, and contractors appointed by the Shipper, excluding only Freeman. "Property" is all objects of any type received from the Shipper for transport by Freeman as described herein. "Consignee" is the party to whom Shipper has designated the goods are to be delivered.

2. **FINAL CONTRACT BETWEEN THE PARTIES**. In exchange for Shipper's payments and Freeman's services, which the parties have specified in this Contract, Freeman and Shipper each agree that this Contact shall govern their respective rights and obligations regarding transportation of Shipper's property. This Contract shall take effect when the property first comes into the physical possession of Freeman for inbound shipments and after loading on the applicable carrier for outbound shipments, and the responsibility of Freeman under same shall end when the property has been placed in the possession of the Consignee or the Consignee's designated agent. If any part or provision of this Contract is found by a court of competent jurisdiction to be void or unenforceable, the remainder of the Contract shall continue in full force and effect.

3. **FREEMAN'S RESPONSIBILITIES UNDER THE CONTRACT ARE LIMITED**. Freeman shall not be responsible for the performance of individuals or firms who are not under the direct supervision or control of Freeman. Freeman shall not be responsible for events or causes of loss, delay, or damage beyond its reasonable control, including (by way of illustration only, and not as a limitation on the breadth of this clause), strike, lockout, work slowdown or stoppage, power failure, breakdown of plant or machinery, facility failure, vandalism, theft, Act of God, effect of natural elements, riot, civil commotion or disturbance, terrorism, act of war or belligerent parties, and any other cause or causes beyond the reasonable control of Freeman. Freeman shall not be liable for delay caused by highway obstructions, or faulty or impassable highways, or lack of capacity of any highway, bridge, or ferry, or caused by breakdown or mechanical defects of vehicles or equipment, or from any cause other than the negligence of Freeman. Freeman shall not be bound to transport by any particular schedule, means, vehicle or otherwise, other than with reasonable dispatch.

4. **PACKAGING AND CRATES**. Shipper's property must be well packaged for safe and secure handling, storage and shipment using ordinary care. Freeman makes neither representation nor any warranty regarding the acceptability or suitability of any packaging system or procedure that Shipper might use for its property. Freeman shall not be responsible for damage to loose or uncrated materials, padwrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed or labeled materials. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means. General guidance as to acceptable packaging systems and procedures may be found in publications such as the National Motor Freight Classification, published by the National Motor Freight Traffic Association.

5. **PERISHABLE GOODS**. Goods of a perishable nature are carried in dry trailers without environmental or atmospheric control or other special services unless Shipper states on the face of the "Service Request and Shipping Instructions" that the goods are to be carried in a refrigerated, heated, specially ventilated or otherwise specially equipped trailer. This carriage may be subject to additional charges. Shipper is responsible for bringing the goods to the proper temperature before loading the goods into the trailer, for the proper stowage of the goods within the trailer, and for setting the temperature (including maintenance and repair), during all times after the trailer is spotted by Freeman and before the trailer is received by Freeman. Freeman is not responsible for product deterioration caused by inherent vice, defects in the merchandise or transit times in excess of product shelf life. Refrigerated, heated, specially ventilated or otherwise specially equipped trailers are not equipped to change the temperature of goods (they are equipped only to maintain temperature). Shipper will give written notice of requested temperature setting of the thermostatic controls before receipt of the goods by Freeman. When a loaded trailer is received, Freeman will verify that the thermostatic controls are set to maintain trailer temperature as requested. Freeman is unable to determine whether the goods were at the proper temperature when they were loaded into the trailer or when the trailer is delivered to Freeman. Air temperature at the unit sensor will be maintained within a proper range of plus or minus 5 degrees Fahrenheit of the temperature requested by Shipper on the face of the "Service Request and Shipping Instructions" if the goods were at that temperature when loaded into the container and if the temperature controls were properly set when the container was loaded.

6. **REFUSED SHIPMENTS**. If the Consignee refuses a shipment tendered for delivery or if Freeman is unable to deliver a shipment because of fault or mistake of Freeman, Freeman's liability shall then become that of a warehouseman.
(a) Freeman shall promptly attempt to provide notice, by telephonic, electronic or written communication as provided on the face of these shipping instructions, if so indicated, to Shipper or the party, if any, designated in these instructions to receive notice.

(b) Storage charges, if applicable, shall start no sooner than the next business day following the attempted notification. Storage may be, at Freeman's option, in any location that provides reasonable protection against loss or damage. Freeman may place the shipment in public storage at the owner's expense and without liability to Freeman.

(c) If Freeman does not receive disposition instructions within 48 hours of the time of Freeman's attempted first notification, Freeman will attempt to issue a second and final confirmed notification. Such notice shall advise that if Freeman does not receive disposition instructions within 10 days of that notification, Freeman may offer the shipment for sale at a public auction and Freeman has the right to offer the shipment for sale. The amount of sale will be applied to Freeman's invoice for transportation, storage and other lawful charges. Shipper will be responsible for the balance of charges not covered by the sale of the goods. If there is a balance remaining after all charges and expenses are paid, such balance will be paid to the owner of the property sold hereunder, upon claim and proof of ownership.

(d) Where Freeman has attempted to follow the procedure set forth above and the procedure is not possible, nothing shall be construed to abridge the right of Freeman, at its option, to sell the property under such circumstances and in such manner as may be authorized by law.

(e) When perishable goods cannot be delivered and disposition is not given within a reasonable time, Freeman may dispose of property to the best advantage. When Freeman is directed by Consignee or Consignor to unload or deliver property at a particular location where Consignor, Consignee, or the Agent of either is not regularly located, Freeman's liability for the shipment shall terminate after unloading or delivery.

7. **INSURANCE. Freeman IS NOT AN INSURER**. Shipper is responsible for obtaining insurance for its property. Freeman provides no insurance for Shipper or its property.

(THE "FAIR MARKET VALUE" EQUALS THE AS IS WHERE IS PRICE FOR THE PROPERTY AT THE LOCATION OF THE SHOW TO WHICH PRICE A WILLING BUYER AND A WILLING SELLER WOULD AGREE IN AN ORDINARY COURSE OF BUSINESS, ARM'S LENGTH SALE.) OR $25.00 (USD) PER POUND OF CARGO LOST OR DAMAGED UNLESS AT THE TIME OF SHIPMENT SHIPPER MAKES A DECLARATION OF VALUE FOR CARRIAGE IN THE SPACE DESIGNATED ON THE SHIPPING INSTRUCTIONS AND PAYS THE APPROPRIATE VALUATION CHARGE. Even if Shipper has made a declaration of value, liability shall never exceed the depreciated original invoice value or the fair market value of the property, whichever is less. The value per pound for applying declared valuation charges shall be determined by dividing Shipper's declared value for carriage by the actual weight of the shipment. In all cases not prohibited by law, where a lower value than the actual value of the said property has been stated in writing by Shipper or has been agreed upon in writing as the released value of the property upon which the rate is based, such lower value plus freight charges, if paid, shall be the maximum recoverable amount for loss or damage. **Notwithstanding the above limitations, all shipments containing the following items of extraordinary value are limited to a maximum declared value of $500.00 (USD):** (a) Artworks and objects of art, including without limitation, original paintings, drawings, etchings, watercolors, tapestries and sculptures or prototypes; (b) Clocks, jewelry, including costume jewelry, furs, and fur-trimmed clothing; (c) Personal effects, including without limitation, papers and documents; or (d) Coin money, currency, gift certificates, debit cards, credit cards, and any other items of extraordinary value.

Any declared value in excess of the maximums allowed herein is null and void, and the acceptance by Freeman for carriage of any shipment with a declared value in excess of the allowed maximums does not constitute a waiver of these maximums. In any event, (excluding small package program shipments) **Freeman's MAXIMUM LIABILITY WILL NEVER BE MORE THAN $100,000 PER SHIPMENT**. Shipper understands that even if Shipper is not able to participate or fully participate in a Show due to loss of, theft of, or damage to their property, Freeman shall not be liable or responsible for damages identified by the terms (by way of example only and not in limitation of the breadth of this clause) such as the following: consequential damages, loss of use damages, loss of profits damages, business interruption damages, delay damages, special damages, collateral damages, exemplary damages, damages awarded for gross negligence, direct damages, indirect damages, or damages for failure of performance, breach of contract damages, fraud damages, or any other sort of damage for tort or breach of contract. This limitation shall bind the parties: **(a) WHENEVER OR WHEREVER THE CLAIMED LOSS OR DAMAGE MAY OCCUR; (b) EVEN THOUGH THE ALLEGED LOSS OR DAMAGE IS CLAIMED TO RESULT FROM NEGLIGENCE, STRICT LIABILITY, PRODUCTS LIABILITY, BREACH OF CONTRACT, BREACH OF STATUTE OR REGULATION, OR ANY OTHER LEGAL THEORY OR CAUSE, AND; (c) EVEN THOUGH FREEMAN MAY HAVE BEEN ADVISED OR BE ON NOTICE OF THE POSSIBILITY OR EVEN THE PROBABILITY OF SUCH DAMAGES.**

9. **SHIPPER'S RESPONSIBILITIES AND INDEMNIFICATION**:
(a) Shipper must pay in full for the services rendered under this Agreement at the time the services are requested. The existence of a dispute between Shipper and Freeman relative to any claim or other matter shall have no bearing on this duty of payment. No claim may be submitted by or on behalf of Shipper to Freeman unless Shipper's account is current.
(b) Shipper understands and acknowledges that Freeman does not accept or transport illegal or hazardous materials of any kind or nature. Shipper warrants and will ensure that its property is inert, and contains no Hazardous Substances, Hazardous Materials, Chemicals, Gasses, Explosives, Radioactive Materials, Biologically hazardous agents, or any other substance, matter or object in any form that could pose a threat to the health or safety of Freeman persons, property, or the public welfare in general. Such goods may be warehoused at owner's risk and expense or destroyed without compensation.
(c) Shipper shall defend and indemnify Freeman, its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys" fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out of or contributed to by any of the following: Shipper's negligence, willful misconduct, or deliberate act; Shipper's violation of Federal, State, County or Local ordinances; Shipper's violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management; and/or Shipper's failure to comply with subsection (b) of this section regarding the inclusion of any dangerous substances in the property placed with Freeman.

10. **CLAIMS**. Claims must be filed in writing within nine (9) months after the date of delivery of the property (or in the case of export traffic, within nine (9) months after delivery at the port of export), except that claims for failure to make delivery must be filed within nine (9) months after a reasonable time for delivery has elapsed. Suits for loss, damage, or delay shall be instituted against Freeman no later than two (2) years and one (1) day from the day when written notice is given by Freeman to the claimant that Freeman has disallowed the claim or any part or parts of the claim specified in the notice. Shipper shall deliver notice of claim for loss or damage by hand, U.S. mail, courier, facsimile, or electronic means to Sedgwick, PO Box 14151, Lexington, KY 40512-4151 as soon as loss or damage is discovered. The notice of claim shall invite a prompt joint survey of the damage, at a time and place to be agreed between the parties, and such survey shall go forward promptly. However, if in any case the property is received by the Consignee or the Consignee's agent without notice of loss or damage to property being served on Freeman within 15 calendar days of the receipt of the property, it is agreed between Freeman and Shipper that in that instance the presumption shall arise that the property was delivered in proper quantity and in good condition. Claims filed more than nine (9) months following the date on which the property was delivered or should have been delivered are agreed to be forever time barred.

11. **CHOICE OF FORUM / ARBITRATION**. THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF TEXAS WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS RULES. EXCLUSIVE VENUE FOR ALL DISPUTES ARISING OUT OF CONTRACT, TORT, COMMON LAW OR RELATING TO THE ENFORCEMENT OR INTERPRETATION OF THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICTION IN DALLAS COUNTY, TEXAS. Notwithstanding anything herein to the contrary, any controversy or claim arising out of or relating to this Agreement, or the breach thereof, shall be exclusively settled by arbitration administered by the American Arbitration Association in accordance with its Commercial Arbitration Rules and judgment on the award rendered by the arbitrator(s) may be entered by any court having jurisdiction thereof.

12. **MISCELLANEOUS**. (a) Shipper warrants the accuracy of the weight and dimension data furnished in this Contract; (b) Shipper understands that once its property is shipped by Freeman pursuant to the instructions contained in this Contract, Shipper has no right to control the shipment, stop the shipment in transit, or divert or reschedule same. (c) Shipper agrees that this Contract may be provided to any third party, including common or contract carriers of cargo by air, water, rail, or road, for the purpose of confirming the right of Freeman to control the handling of the property and all matters related to payment for the shipment. Shipper agrees that all shipments are subject to correction and final charges determined by the actual or re-weighed weight of the shipment.

13. **SMALL PACKAGE PROGRAM.** If items shipped via Freeman's Small Packages program are lost, damaged or destroyed while in Freeman's possession, **FREEMAN'S MAXIMUM LIABILITY SHALL BE $100 per package UNLESS AT THE TIME OF SHIPMENT SHIPPER MAKES A DECLARATION OF VALUE IN THE SPACE DESIGNATED ON THE SHIPPING INSTRUCTIONS AND PAYS THE APPROPRIATE VALUATION CHARGE**. If small packages are received by the Shipper and notice of loss or damage is not received by Freeman within 15 days of the delivery of the property, the parties agree that the presumption shall arise that the property was delivered in proper quantity and in good condition.

National Plant & Floral, Inc.

SAN ANTONIO, TX

Name of Show: _____

Dates: _____

Location: _____

CUSTOM DESIGNED ARRANGEMENTS	DESCRIPTION / COLOR	UNIT PRICE	QUANTITY	TOTAL
SPRING FLORAL ARRANGEMENT		65.00		
TROPICAL FLORAL ARRANGEMENT		75.00		
FLORAL ARRANGEMENT HEIGHT: WIDTH:		100.00 or 175.00		
FLORAL ARRANGEMENT HEIGHT: WIDTH:				
TROPICAL PLANT AND BLOOMING FOLIAGE				
MUM PLANTS: Yellow ____ White ____ Lavender ____		30.00		
AZALEAS: Pink _____ Red _____		35.00		
BROMELIAD		35.00		
SMALL Ivy _____ Pothos _____		30.00		
LARGE BOSTON FERN		40.00		
3 FOOT TROPICAL PLANT		49.50		
4 FOOT TROPICAL PLANT		59.50		
5 FOOT TROPICAL PLANT		69.50		
CUSTOM TROPICAL PLANTS				
5 FOOT TROPICAL / TOP DRESSED - SMALL IVY AND BLOOMING		125.00		
6 FOOT FICUS TREE / TOP DRESSED - SMALL IVY AND BLOOMING		169.50		
6 FOOT PALM / TOP DRESSED - SMALL IVY AND BLOOMING		169.50		
8 FOOT - 16 FOOT TROPICAL PLANT		Price on Request		

CONTAINERS:

☐ WHITE ☐ BLACK

SUB-TOTAL

DELIVERY, PICK UP & MAINTENANCE 10%

GRAND TOTAL

ALL LIVE GREEN MATERIAL ON RENTAL BASIS ONLY.

ALL ORDERS MUST BE PAID IN FULL PRIOR TO THE CLOSE OF THE SHOW.

We accept Checks, VISA, MasterCard, and American Express.

Have National Plant & Floral's Designer call our booth on the following Date/Time: _____

PAYMENT: ❑ **VISA** ❑ **MASTERCARD** ❑ **AMEX** ❑ **CHECK**

CREDIT CARD #: _____

EXP DATE: _____ SECURITY CODE: _____

CARDHOLDER NAME: _____

AUTHORIZED SIGNATURE: _____

CREDIT CARD BILLING ADDRESS: _____

_____

CITY: _____

STATE: _____ ZIP CODE # _____

COMPANY NAME: _____

BOOTH CONTACT: _____

PHONE#: (_____) _____

EMAIL: _____

❑ **EMAIL CONFIRMATION COPY** ❑ **EMAIL STATEMENT COPY**

Please Remit to:
1001 E. SUNSET # 95814 • LAS VEGAS, NV 89193
(702) 956-8011 • FAX (702) 956-8021
exhibitorservice@nationalplantfloral.com

Booth # _____

TRC TECHNOLOGY RESOURCE CORPORATION

Mail / Fax Form To:
Technology Resource Corporation
29 Emmons Drive , Suite #F 10
Princeton, NJ 08540
Ph: 800-922-8646 x 108 Fax: 609-720-1701
Attn: Sandi Zeto
Email szeto@trcrent.com

Show Code 22007

CALL FOR ITEMS NOT LISTED – ALL PRICING IS FOR THE ENTIRE SHOW.

	QUANTITY	EQUIPMENT	SHOW RATE BEFORE 3/27/16	SHOW RATE AFTER 3/27/16	EXTENDED
DISPLAY		24" FLAT SCREEN DISPLAY	$250.00	$325.00	
		32" FLAT SCREEN DISPLAY	$325.00	$375.00	
		40" FLAT SCREEN DISPLAY	$550.00	$625.00	
		55" FLAT SCREEN DISPLAY	$795.00	$850.00	
		65" FLAT SCREEN DISPLAY	$1,125.00	$1,250.00	
		80" LED DISPLAY	$1,795.00	$1,995.00	
		90" LED DISPLAY	$2,495.00	$2,650.00	
		TOUCH SCREEN DISPLAYS			
		32" TOUCHSCREEN DISPLAY	$700.00	$800.00	
		42" TOUCH SCREEN DISPLAY	$795.00	$895.00	
		46" TOUCH SCREEN DISPLAY	$895.00	$995.00	
		70" TOUCHSCREEN DISPLAY	CALL	CALL	
		WALL MOUNT BRACKETS FOR LCD DISPLAY	$25.00	$35.00	
		DUAL POST STAND WHEN RENTING TRC's DISPLAY	$125.00	$150.00	
		HEAVY DUTY STAND FOR MONITORS 65 AND ABOVE	$275.00	$300.00	
		SHELF FOR THE POLE STAND (USED TO HOLD A LAPTOP, DVD & MORE)	$25.00	$35.00	
VIDEO WALL		46" NECX463UN, 1920x1080 SEAMLESS PANEL	CALL	CALL	
		55" NECX551UN, 1920x1080 SEAMLESS PANEL	CALL	CALL	
COMPUTERS		CORE 2 DUO, 2 GHZ, 2 GIG, 17" LCD, WINDOWS 7	$195.00	$225.00	
		MICROSOFT OFFICE 2010	$25.00	$30.00	
		MACBOOK PRO CORE 2 DUO 2.16 Ghz	$295.00	$350.00	
		LAPTOP: CORE 2 DUO, 2.0 Ghz, WINDOWS 7	$225.00	$275.00	
		IPADS 3 16mb, WIFI ONLY Call for additional options	$195.00	$250.00	
		IPADS 4 16mb, WIFI ONLY Call for additional options	$240.00	$275.00	
		IPAD FLOOR STANDS	$225.00	$295.00	
Misc.		BOOTH SOUND SYSTEM - 1 Wireless Mic, Mixer and Speakers	$375.00	$450.00	
		BLUERAY PLAYER	$150.00	$195.00	
		INTERACTIVE KIOSK***	$795.00	$895.00	
		WIRELESS KEYBOARD & MOUSE	$35.00	$50.00	
		3000 LUMENS LCD PROJECTOR	$595.00	$695.00	
				Extended Amount	
				Optional Loss/Damage Waiver equal to 10.8% of equipment subtotal****	
				Delivery/Pick up charge equal to 15% of equipment subtotal (minimum $125.00)	
				Subtotal	
				Union Fee will be added to your final invoice (if applicable)	Call
				Sales tax 8.25%	
				Total rental cost	

OFFICIAL COMPUTER AND DATA DISPLAY ORDER FORM

Credit Card Authorization - Terms and Conditions (Page 2 must be returned complete with page one)

Company Name_____Phone_____

TRC
TECHNOLOGY RESOURCE
CORPORATION

Show Code 22007

Mail / Fax Form To:
Technology Resource Corporation
29 Emmons Drive , Suite #F 10
Princeton, NJ 08540
Ph: 800-922-8646 x 108 Fax: 609-720-1701
Attn: Sandi Zeto
Email szeto@trcrent.com

Exhibitor/Show Information

Credit Card Information: VISA M/C AMEX DISCOVER

Ordered by_____

Email address:_____

Company name:_____

Address:_____

City:_____**State:**_____**Zip**_____

Phone_____

Fax_____

Show contact_____

Booth #_____

Cell Phone: _____

Card holders name: _____

Card # :_____**exp.**_____

Card holder's signature: _____

Card holder's address: _____

City:_____**State:**_____**Zip**_____

Phone number_____

Fax number_____

Delivery date/time: _____ (***2 hour window required***)

Pick up date & time:_____

Equipment notes:

* Low volume speakers included
** No speakers included, please call for options
*** Additional delivery charges apply - $150.00 for first unit, $100.00 each additional
**** Does not apply to laptops or projectors

Terms and Conditions:

Please make sure you receive a confirmation to ensure your order was placed for the show.

Drayage charges are the exhibitor's responsibility and are not included. If equipment is not ordered 10 days prior to the event, prices are subject to availability and applicable freight charges. No credits will be issued after delivery or attempted delivery of equipment. Exhibitor must be present in booth to accept delivery or additional fees will apply. If not in your booth at scheduled time, a repeat delivery fee will automatically be charged to your order. **PAYMENT INFORMATION: Payment required prior to delivery. Payment from customers outside the USA must be made by credit card only: I hereby authorize TRC to charge my credit card account (identified above) for the rental amount (indicated above); any applicable cancellation fees, and any other amounts due to TRC. Further, I hereby authorize TRC to charge my credit card account (identified above) for the repair or replacement cost (as applicable) of the damaged and/or lost or destroyed equipment if the optional Loss/Damage waiver is not purchased.**

TRC SHOWLEADS
Capture more than a card

Innovative Lead Retrieval Solutions

1 ShowLeads Lite Lead Capture Simplified

- ✓ Quickly capture exact contents of barcode (Scan only)
- ✓ Our best selling solution
- ✓ Fits in the palm of your hand
- ✓ Scans instantly
- ✓ Does not require power
- ✓ Leads available within 1 business day

2 ShowLeads Plus Enhanced Features

All of the features of our ShowLeads Lite combined with TRC's iPod Touch so you can:

- ✓ Customize qualifiers (Additional fees apply)
- ✓ Easily take notes & edit your leads
- ✓ Record voice memos and take pictures
- ✓ Printer option available

3 ShowLeads Smartphone App "Real-Time" Solution

Application you download on your iPhone or Android for quick and easy lead capture

- ✓ Instant online access to your leads
- ✓ Follow up with leads immediately
- ✓ Send emails from the trade show floor

TRC TECHNOLOGY RESOURCE CORPORATION

800.922.8646
29 Emmons Drive - Suite F-10
Princeton, NJ 08540
www.trcshowleads.com

2016 PLRB Claims Conference

April 17 – 20, 2016
Henry B. Gonzalez Convention Center
San Antonio, Texas

Lead Retrieval Order Form

TRC SHOWLEADS
Capture more than a card

Contact Name/Title

Company Name | Booth # (Required)

Address

City | State | Zip Code

Country | Phone

E-mail | Fax

Delivery Contact | Phone Number

1. Complete and sign the form
2. Fax or email the form back to TRC at
Email LEDorders@trcbadgerite.com

Terms and Conditions

1. To ensure your order is processed, please sign and return this Authorized Order Form to Technology Resource Corporation. Orders must be canceled at least one week prior to delivery to avoid a cancellation fee. The cancellation fee is 50% of the total charge for orders canceled five to seven days prior to the show and 100% of the total charge for orders canceled less then five days prior to the show. Delivery charges apply to all cancellations.
2. The total rental amount will be processed at the time the order is placed
3. Once exhibitor is in possession of the scanner/s, the exhibitor is responsible for 100% of of the value of lost or damage equipment.

My signature authorized TRC to charge my card account (identified left) for: the total rental amount (identified below); any applicable cancellation fees; and, any other amounts due to TRC. Further, I hereby authorize TRC to charge my credit card account (identified below)for the repair or replacement cost of any damaged and or lost equipment.
All equipment must be picked up from the TRC service desk unless the delivery option is chosen. Your order will be confirmed via e-mail or fax. Please provide an accurate address below. Please make sure you receive a confirmation to ensure your order was placed for the show. Delivered equipment must be returned to the TRC Service Desk by the exhibitor at the end of the event. Leads will be available to you within one business day of the closing of the show.

◯ Check (Payable in U.S. funds to: TRC Corporation) ◯ Visa ◯ MC ◯ Amex

Card Number | Expiration date

Cardholder Name | Cardholder Signature

Credit Card Holder Address if different from above

Address | City | State | Zip

ShowLeads Products

Leads will be available within 1 business day from the end of the show

		Advanced Rate Thru 3/27/2016	Standard Rate After 3/27/2016	Number Of Units	Cost	Ext. Cost
1	**ShowLeads Lite** — Lead Capture Simplified	$310	$375			
2	**ShowLeads Plus** — Enhanced Features Featuring Apple iPod	$370	$445			
3	**ShowLeads Smartphone App** — "Real-Time" Solution Each Additional License $150	$265	$315			

Additional Services

A) Custom Surveys (For ShowLeads Plus and App only)	$85	$100			
B) Bluetooth Printer (For ShowLeads Plus Only, One Printer Per Scanner)	$75	$95			
C) Delivery to your booth	$75	$75			

Show Code 22007

TRC TECHNOLOGY RESOURCE CORPORATION

For assistance call toll-free:
800-922-8646
Or e-mail us at: LEDorders@trcbadgerite.com

Fax orders to: 609-720-1701
Mail orders to: TRC Corporation
29 Emmons Drive - Suite F10
Princeton, NJ 08540

Sub Total
Sales Tax 8.25%
Grand Total

TRC SHOWLEADS
Capture more than a card

Custom Survey Form

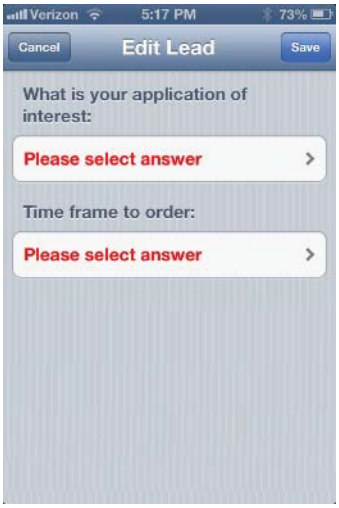
Fees Apply - See "Additional Services" on page 2

Company Name _____ **Phone** _____

Guidelines

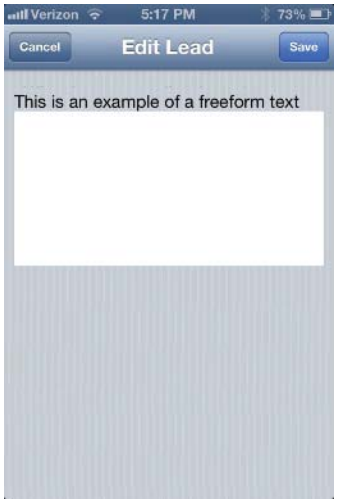
1. You can have up to four questions per screen (page).
2. Questions may be asked and answered using three possible formats. (see illustration below)
3. Single and multiple choice questions may have a maximum of six possible answers.

Single Answer



Multiple Answer

Freeform Answer



Choose Question Type

Question 1 **Single Answer** ◯ **Multiple Answer** ◯ **Freeform Answer** ◯

Type Question _____

100 characters maximum

Answer 1:		**40 characters maximum**
Answer 2:		**40 characters maximum**
Answer 3:		**40 characters maximum**
Answer 4:		**40 characters maximum**
Answer 5:		**40 characters maximum**
Answer 6:		**40 characters maximum**

TRC SHOWLEADS
Capture more than a card

Question 2 Single Answer ◯ Multiple Answer ◯ Freeform Answer ◯

Type Question

100 characters maximum

Answer 1:		40 characters maximum
Answer 2:		40 characters maximum
Answer 3:		40 characters maximum
Answer 4:		40 characters maximum
Answer 5:		40 characters maximum
Answer 6:		40 characters maximum

Question 3 Single Answer ◯ Multiple Answer ◯ Freeform Answer ◯

Type Question

100 characters maximum

Answer 1:		40 characters maximum
Answer 2:		40 characters maximum
Answer 3:		40 characters maximum
Answer 4:		40 characters maximum
Answer 5:		40 characters maximum
Answer 6:		40 characters maximum

Question 4 Single Answer ◯ Multiple Answer ◯ Freeform Answer ◯

Type Question

100 characters maximum

Answer 1:		40 characters maximum
Answer 2:		40 characters maximum
Answer 3:		40 characters maximum
Answer 4:		40 characters maximum
Answer 5:		40 characters maximum
Answer 6:		40 characters maximum

Exhibitor Company ame:	ooth / Room :	Show ame: **Property Loss Research Bureau Liability Ins.**
illing Company ame:		Show Dates: **04 / 18 / 16** To **04 / 19 / 16**
illing Company Address:		Incentive Order Deadline: **04 / 01 / 16**
City, State / Country, Zip:		Phone umber: ( ) -
Contact:	Email:	
Credit Card umber: ☐ AM ☐ MC ☐ isa	Expire Date(MM/YY): /	Cell umber: ( ) -
Credit Card illing Address:	Credit Card illing City, State / Country, Zip:	
Print Credit Card Holder ame(as it appears on card):	Card Holder Signature:	

A valid credit card number with signature must be on file regardless of payment method. Total payment must accompany order.

ith execution of this document the Customer hereby authorizes Smart City to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the Terms and Conditions and Attachments.

View complete Terms & Conditions at: orders.smartcitynetworks.com/tc.aspx?center=017

Print Authorized ame Accepting Terms and Conditions:	Authorized Signature Accepting Terms and Conditions:

Dedicated Wired Internet Routers Allowed	Premium Wired Internet No wired or wireless routers	Basic Wired Internet No wired or wireless routers
Connection speeds of 3Mbps and up	Shared Connection speeds up to 10Mbps	Shared Connection speeds up to 1.54Mbps
Required for: • Web Casting • HD Streaming • Routers(wired or wireless)	**Recommended for**: • Wired Cyber Cafe • Social Media Feeds • Multi Media Downloads	**Recommended for**: • Email • Surfing the Internet
Includes 5 Static Public IP Addresses	**Includes 1 Static Private IP Address**	**Supports 1 device only**

Wireless services are NOT included on this form – contact the event venue for specific rates.

ORDER ONLINE: orders.smartcitynetworks.com/ordering.aspx

*****Incentive rate applies to orders received with payment 14 days prior to 1st day of show move-in*****

1. Shared Internet Services – Routers Prohibited	QTY	Incentive	Base	On-Site	Total
a. Premium Internet Service		1,0 5	1,3 5	1,	
b. Additional Devices for Premium Service		150	1 5	222	
c. pgrade to Public IP Address for Premium Internet Service		1	2	35	
d. asic Internet Service		5	5	1,0	
2. Dedicated Internet Services – Routers Supported					
a. Dedicated 3Mbps		3, 5	,3 0	5,2	
b. Dedicated Mbps		5, 00	,3 5	, 50	
c. Dedicated 10Mbps		, 50	, 10	11, 2	
d. pgrade to 2 Public Static IP Addresses		5	1,1	1, 33	
Higher Bandwidth Services Available – Please call (888) 446-6911 for quote.					
3. Internet Equipment & Labor					
a. Switch Rental – up to 2 ports		1 5	225	2 0	
b. Patch Cable (up to 50') – Cat5e		50	2		
c. Labor / Floor ork – Fee Per Hour		125	125	125	
4. Voice Services: PBX Service – Domestic LD Included					
a. Single Line – ☐ Instrument, ☐ Int'l LD		2 5	3 5	1	
b. Multi-line Phone w/ 1 main number 1 rollover line		15	520	2	
c. Speaker Phone Line w/ Polycom Instrument		5	5 5	0	
5. Special Quote – Attachment A or Statement of Work (if applicable)					
6. Distance Fee of $500 Internet / $100 Telephone for each line outside the convention venue x (number of lines)					
For extension of 3rd party data circuits (ISDN, DSL, T-1, DS3, Ethernet) please call for quote.					
				SUBTOTAL	
Send Completed Orders with Payment and Floor Plan To: SMART CITY ET OR S 5 5 . adura Avenue, Suite 110 Las egas, 11 ( ) - 11 FA (02) 3- 001 csr@smartcity.com				**ESTIMATED 10% TAX / FEES**	
				GRAND TOTAL	

Effective January 1, 2016 – December 31, 2016 | **Customer No: 2016 - 017 - 556 -**

I TER ET - ET OR / TELEPHO E SER ICE CO TRACT

Network Security Declaration

Center: Henry B Gonzalez CC (017) - TX **Company Name:** _____

Show: Property Loss Research Bureau Liability Ins. **Booth / Room #:** _____

Customer / Ref #: 2016 - 017 - 556 -

The etwork Security Policy implemented for this Facility requires Customer(s) adherence to several necessary precautions in order for Smart City to maintain a healthy, viable network for all Customers. This declaration of compliance with the security requirements as noted herein is an acknowledgement of Smart City's filtering policies and must be completed, signed by an authorized Customer representative and mailed or faxed to Smart City prior to the requested network service(s) being activated for Customer's usage.

Network Security Policy:

Smart City requires that all devices directly or indirectly accessing Smart City's network(s) have the latest virus scan software, indows security updates, system patches, and any other technological precautions necessary to protect the Customer(s) and others from viruses, malicious programs, and other disruptive applications. Any device(s) which adversely impacts Smart City's network(s) may cause service interruptions to Customer(s) which can lead to disconnection of the Customer's equipment from the network(s), with or without prior notice at Smart City's sole discretion. The device(s) in question will remain disconnected until all issues are adequately resolved. All charges will apply and no refunds will be given. Additional charges may apply for trouble diagnosis and / or problem resolution.

Smart City has implemented filtering policies on all Internet routers. These filters block all inbound Internet Control Message Protocol (ICMP) -- Ping, Traceroute, etc. -- destined to any Smart City etwork(s). Smart City understands that Ping and Traceroute are valuable troubleshooting tools; therefore Smart City's Policy does allow ICMP (Ping Traceroute) packets sourced from any Smart City network(s).

Further, to avoid infection by common Internet worms (achi, MS laster, LoveSA , etc.), Smart City has implemented similar filters on the following TCP and DP port numbers: DP – 13 , 13 , 02, 1 3 and TCP – 135, 13 , 02, 5, .

Customers requiring inbound or outbound access to any of the filtered ports, should contact a Smart City customer service representative in advance of the event with details of the specific requirements so that Smart City may consider the potential of a customized alternative.

Each Customer's business is important to Smart City and with advanced and timely notification of a Customer's needs we are confident that we can provide network services that perform as expected for all clients.

***** Please inform all show site personnel about the importance of Smart City's Network Security compliance issues *****

***** Services are activated after Smart City is in receipt of this signed declaration of compliance with our network security requirements *****

Device(s) Operating System: _____ Total of Devices Connecting to Smart City's Network: _____

Type of Anti- irus Software Installed: ☐ orton ☐ McAfee ☐ Other: _____

irus Scan Last pdated - Date: / / Security pdates Last Performed - Date: / /

Are You Renting Computers ☐ Yes ☐ o Rental Company ame: _____

Rental Company Contact: _____ Contact umber: _____

ith execution of this document the Customer hereby attests that Customer provided equipment, which will be connected to Smart City's network(s) at the above noted Facility and Show / Event has been properly protected, contains anti-virus software, and the latest patches and security updates have been installed. Customer(s) also accepts the responsibility for the performance of Customer's equipment and understands the conditions placed on service delivery by this document as well as the potential that additional charges may be incurred should Customer's equipment be found to adversely impact Smart City's network(s) performance. The Customer acknowledges that this etwork Security Declaration is part of the Customer Contract allowing Smart City to provide requested service(s) and is sub ect to change without notice.

Signature _____ Date _____

Printed ame _____ Title _____

5795 W. Badura Ave, Suite 110 • Las Vegas • Nevada 89118 • (888) 446-6911 • (702) 943-6087 • Fax (702) 943- 001

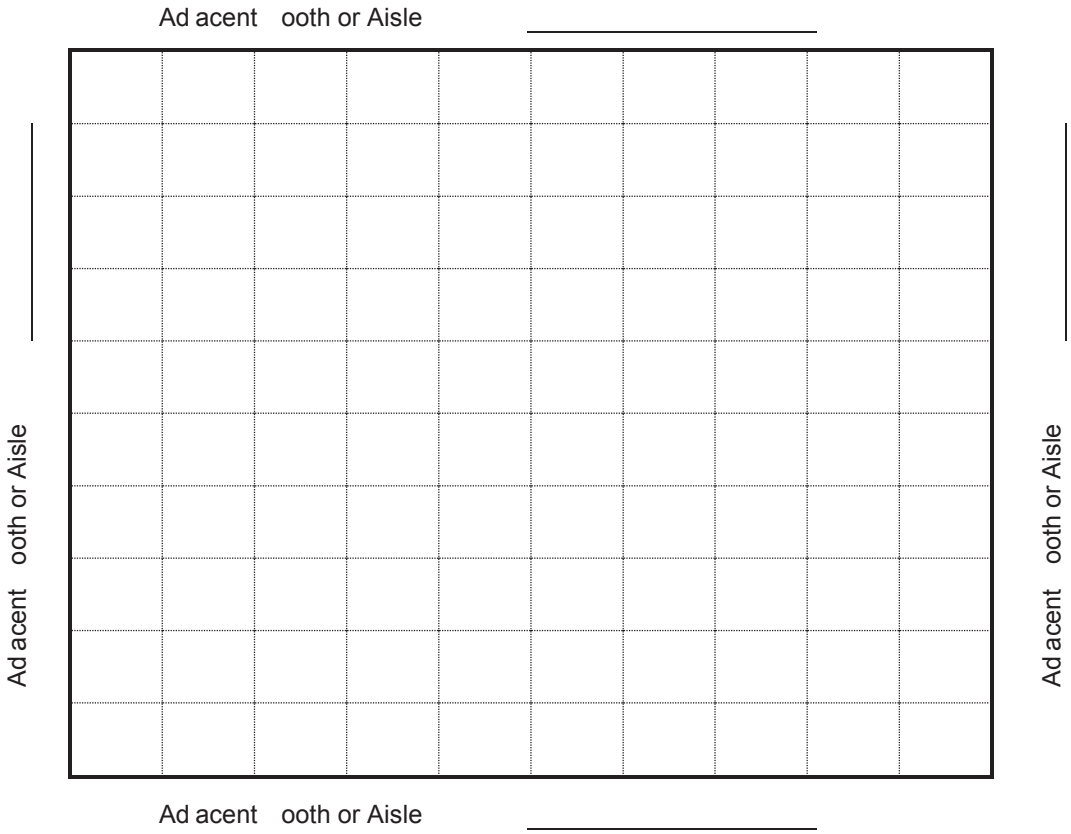
SmartCity

Floor Plan – Communications Cable

Center: Henry B Gonzalez CC (017) - Tx
Show: Property Loss Research Bureau Liability Ins.
Company Name: _____
Booth / Room #: _____
Customer / Ref #: 2016 - 017 - 566 -

Voice and Data communications cabling. Smart City is the **exclusive installer** of oice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6), coaxial and all other data and telecommunication cable fall under Smart City's area of expertise.

IMPORTANT!! Prior to installation of service, a complete floor plan is required. Please utilize this grid should you not have your own floor plan to send us. You may use a different floor plan for each service group (Telephone, Internet, etc.) or combine all services on one floor plan. For a floor plan to be considered complete it **must** include all the information listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).



X Main Distribution Location (**MDL**) – The originating line(s) for service, whether from overhead, a floor pocket or a column, will be delivered to a "**MDL**" before being distributed within your booth. Example: Storage area, back of booth, etc. (unless specified, the default for the "**MDL**" will be the back of the booth or at Smart City's discretion, the most convenient location). All distribution of services to their final destination within the booth will originate from the "**MDL**". A per line move fee will apply to relocate services within your booth after they have been engineered and / or installed.

T = Location of Telephones, Fax lines or other telecommunications equipment "**T**".

I / H / PC / C = Location of primary Internet Service "**I**", Hubs "**H**", Patch Cables "**PC**" and / or Computers "**C**". For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

Orientation = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

Size = ooth dimensions (example 10x10) _____ . **Scale** = 1 ox is equal to _____ ft.

5795 W. Badura Ave, Suite 110 • Las Vegas • Nevada 89118 • (888) 446-6911 • (702) 943-6087 • Fax (702) 943- 001

Floor Plan – Communications Cable

Center:	Henry B Gonzalez CC (017) - Tx	**Company Name:**	ABC EXAMPLE COMPANY
Show:	ABC EXAMPLE SHOW	**Booth / Room #:**	1234
		Customer / Ref #:	2016 - 017 - XXX - XXXX

Voice and Data communications cabling. Smart City is the **exclusive installer** of oice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and), coaxial and all other data and telecommunication cable fall under Smart City's area of expertise.

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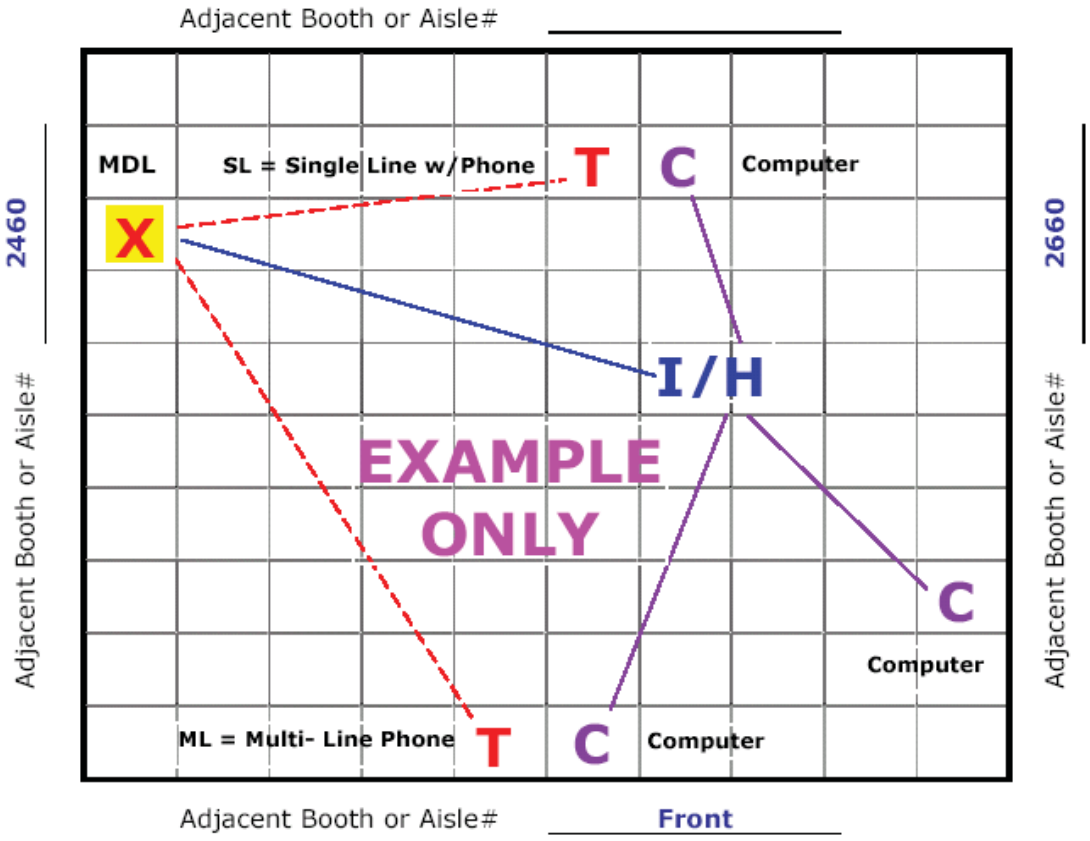

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T = Location of Telephones, Fax lines or other telecommunications equipment "**T**".

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Orientation = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

Size = ooth dimensions (example 10x10) 20 X 20 . **Scale** = 1 ox is equal to 2 ft.

5795 W. Badura Ave, Suite 110 • Las Vegas • Nevada 89118 • (888) 446-6911 • (702) 943-6087 • Fax (02) 3- 001

Floor Work / Labor - Communications Cable

Center: Henry B Gonzalez CC (017) - Tx
Show: Property Loss Research Bureau Liability Ins.

Company Name: _____
Booth / Room #: _____
Customer / Ref #: 2016 - 017 - 566 -

Smart City has the exclusive contract to install all voice and data communications cabling. This includes all cabling to booths, **within booths (under carpet and flooring)** and from booth-to-booth. Fiber optic, twisted pair (Category 3, 5 and), coaxial and all other data and telephone cables fall under Smart City's area of responsibility.

- **Labor cost** - 125.00 an hour per technician, with a one hour minimum.
- **Floor work** - Estimated at cables per tech hour (this is a conservative estimate assuming normal circumstances with timely request for service and a complete floor plan received at least 5 days before show move in. Charges could be greater than our estimate for a variety of reasons such as floor work was ordered late, carpet had already been laid, obstructions / physical structures and other miscellaneous issues that can make cabling more labor intensive and time consuming).
- **Smart City Cat 5 Cable** - 50 each (50 ft. cable)

Please select the floor work option that you will require for your booth:

☐ **Yes,** we will need to order floor work from Smart City for our booth.

_____ Estimated number of labor hours. Please add this to our order.

☐ **No,** we will not require floor work for our booth. e will not be laying our cables across aisles, across traffic flow areas, under carpet or under flooring.

Please select the cabling option that you will require for your booth:

☐ **Smart City Provided Cable.** e prefer Smart City to provide the cable for our booth.

_____ umber of Cat 5 Cable(s) at 50 each. Please add this to our order.

☐ **Exhibitor Provided Cable.** e will provide our own cable for our booth and understand the following:

- e will not be placing cable across aisles, across traffic flow areas, under carpet or under flooring.
- Smart City can only accept cable and cannot accept hubs, routers, switches or other equipment.
- Smart City cannot guarantee service on Customer/Exhibitor provided cable(s) and/or equipment. Connectivity can be guaranteed only to the point where Smart City's services originate in the booth.
- Any request for trouble diagnosis or problem resolution found not to be the fault of Smart City may be billed to the Exhibitor at the prevailing rate (for example, faulty equipment or damaged cable).
- Cable(s) must be shipped two weeks prior to the show opening to:

Smart City
00 Hemisfair Plaza ay, ldg. 2 , Rm. 201
San Antonio, T 205

Hotspot Options

BASIC (768Kbps) Not Available Inside The Exhibit Hall			
Device Limit	Incentive	Base	On-Site
15	$995	$1,194	$1,433
30	$1,600	$1,920	$2,304
60	$2,995	$3,594	$4,313

STANDARD (1.5Mbps)			
Device Limit	Incentive	Base	On-Site
5	$1,695	$2,034	$2,441
15	$2,995	$3,594	$4,313
30	$4,900	$5,880	$7,056
60	$6,700	$8,040	$9,648

PREMIER No User Rate Limit				
Device Limit	Incentive	Base	On-Site	Max Bandwidth
5	$2,500	$3,000	$3,600	2Mbps
15	$5,250	$6,300	$7,560	4Mbps
30	$7,500	$9,000	$10,800	6Mbps
60	$9,000	$10,800	$12,960	8Mbps

All Hotspot products include a customized SSID, password (must be 8 characters) and the opportunity to purchase a customized WiFi splash page which can be used for sponsorships. Design services are available at $250 per hour with a one hour minimum. Additional information on WiFi Splash Page Design can be found at:

https://orders.smartcitynetworks.com/SplashPageDesign.aspx

All Hotspot products required a completed Network Security declaration when submitting your order.

SSID (name of network): _____

Password (must be 8 characters): _____

The RK Culinary Group (RKIII), LLC Exhibitor Service Menu

for

Property Loss Research Bureau

Henry B. Gonzalez Convention Center, San Antonio, TX

Policies and Procedures

The RK Culinary Group (RKIII), LLC Exhibitor Guiding Principles

1. All food orders are tastefully decorated and include appropriate serviceware and condiments.
2. Please advise if a table for the service is needed along with the show colors so The RK Culinary Group (RKIII), LLC can dress the service table properly. This includes exhibitors who plan to use counter space within their booth as well.
3. All prices quoted herein are subject to a **22% Service Charge** and **8.25% state and local sales tax**.
4. Orders must be received and paid in full or secured with a credit card two weeks prior to the start of the show to avoid a late fee of $50.00 or 10% of the total order. The greater amount will be charged.
5. Orders may be paid by: Visa, Master Card, American Express or Check made payable to The RK Culinary Group (RKIII), LLC.
6. Credit card information and authorization is a must be received to process your order. The card will be charged **72 hours prior** to the start of your service for the total estimated amount plus an additional $200.00 deposit. A final invoice and receipt will then be sent at the conclusion of the Show… Copies of the Credit Card and Driver's License must accompany any Credit Card Authorization Form.
7. Any Additional orders will be charged to the provided credit card.
8. Please note when requesting specialty items, The RK Culinary Group (RKIII), LLC will order and bill exhibitor for the exact amount requested.
9. All electrical needs will need to be arranged through the Show's electrician.

Henry B. Gonzalez Convention Center Exhibitor Sample and Food Promotion Request Guidelines

1. Serving generic products (i.e. ice cream, popcorn, cookies, coffee, bottled water, ect.) is permitted only when the product being served is purchased through The RK Culinary Group (RKIII), LLC. However exhibitors are permitted to provide and use their own serving vessels (buckets, cups, bags) displaying their logo.
2. In the event that The RK Culinary Group (RKIII), LLC. cannot provide a specific product, the exhibitor must first obtain verification from the Catering Sales Staff. Once confirmed the Event Services Manager of the Henry B. Gonzalez Convention Center must grant permission.
3. Distribution of individual pieces of hard candy or chocolate mints from any source is allowed.
4. Exhibitors may provide 2 ounce, or less, samples of their individual brand name products.
5. Exhibitors may also provide 4 ounce, or less, samples of non-alcoholic beverages of their individual brand name products.
6. Any exhibitor wanting to distribute alcoholic beverages must first receive permission from the show's management. The off duty police office **must** be notified. It is up to their discretion whether or not an officer will need to be present. The RK Culinary Group (RKIII), LLC. and the Event Coordinator for the Henry B. Gonzalez Convention Center need to be notified as well.
7. Requests for permission to serve food and/or beverage samples outside of these parameters must be submitted in writing to the Event Service Manager. The written request must come from the customer (licensee), and must contain the name of the exhibitor(s) or sponsor(s), date, time, location, the product(s) to be served, and reason why.

Exhibitor Services

Fees

Booth Delivery **$25.00 per delivery**

Receiving & Storage Fee **$250.00 per day**

China Flatware **$2.50 per person**

Attendant Fee **$25.00 per hour**
Five consecutive hour minimum

Ice **$50.00**
Consists of 10 pounds.
(Price includes labor and delivery of ice)

Beverages

All beverage services include 8 oz. cups and cocktail napkins. One gallon equals approximately 18 – 20 servings.

Coffee **$60.00 per gallon**
Regular
Decaf
Service Includes plastic spoons, cream, sugar, sweet n'low & equal.

Assorted Hot Herbal Tea **$55.00 per gallon**
Service includes plastic spoons, cream, sugar, sweet n'low, equal & cut lemons.

Iced Tea **$55.00 per gallon**
Service includes sugar, sweet n'low, equal & cut lemons.

Hot Cocoa **$55.00 per gallon**

Assorted Sodas **$3.50 per can**
Ice provided. Soft drinks can be served chilled if requested.

Lemonade **$55.00 per gallon**
Fruit Punch
Agua Frecas
Service includes chilling dispenser and 5-gallon container. Minimum order of 5 gallons required.

Bottled Water (16 oz.) **$3.00 per bottle**
Ice provided. Bottled waters can be served chilled if requested.

Self Serve Water Unit **$75.00 per day**
Service includes chilling dispenser, plastic glasses, trash basket, etc…

Spring Water - 5 Gallon **$25.00 per bottle**

Exhibitor Services

Machine Rental

Electricity requirements will need to be made for all machines through the Show's Electrician. Please check with you account executive for electrical requirements.

Smoothie Machine **$400.00 per day - rental**
Service includes 9 oz. Plastic glasses, cocktail napkins
Rental Requirements
NOTE: Machine is attached to a rolling cart
Cart Dimensions: 36" L x 34" x 21" W
* Attendant Required
* Minimum of 3 gallons per order
* Machine holds up to 2 Flavors
* Approx. 20 minutes to freeze each batch

Smoothie Flavors **$100.00 per gallon**
Peach, Pina Colada, Strawberry, Mango, Cappuccino, or Strawberry-Banana

Antique Popcorn Cart **$400.00 per day - rental**
Service includes 200 servings of all-in-one popcorn, bags and cocktail napkins. Attendant required.

Additional Popcorn **$200.00 per case**
One case contains 24 packages. Approximately 15 – 18 servings per package.

Additional Popcorn Bags **$250.00 per case**
One case contains 500 bags.

Frozen Treats

Ice Cream Bars **$5.00 each**

Freezer Rental **$250.00 one time fee**
Freezer requires one 120 volt, 2000 watt outlet. Freezer comes skirted.

If not purchasing product from The RK Culinary Group (RKIII), LLC freezer rental is $150.00 per day.

Exhibitor Services

Bakery Items

All bakery services include 6" disposable plates and cocktail napkins.

Assorted Pastries & Bakeries **$46.00 per dozen**
Consists of fruit Danish, Cinnamon Rolls, Donuts and more…

Pecan Brownies & Blondies **$46.00 per dozen**

Pie Time **$8.00 per serving**
Selection of Mini & Classic Pies to include Seasonal Fruit & Chocolate Pies

Assorted Mini Cupcakes **$48.00 per dozen**

Assorted Fresh Baked Cookies **$45.00 per dozen**
Consists of chocolate chip, oatmeal raisin, peanut butter, sugar gourmet, and white chocolate macadamia nut.

Hors D'oeuvres

Other Items are available… Ask us!!!!
All services include 6" disposable plates, service ware, and cocktail napkins.

Chicken Salad Mini Po'boys **$5.00 per serving**
Served with Green Grapes on a Poppy seed Brioche

Beef Empanadas **$5.00 per serving**

Corn Beef "Rueben" Taquitos **$5.00 per serving**
Served with Swiss, Sauerkraut & 1000 Island Dressing

RK's Jalapeno Chicken Bites **$4.00 per serving**

Grilled & Chilled Veggies & Garden Crudites **$6.50 per serving**
Served with Buttermilk Ranch & Blue Cheese Dips

Spicy Sriracha Tofu Taquitos **$5.00 per serving**
Served with Black Beans, Onions and Kale Rice

Picnic Cheeses & Crackers Display **$7.00 per serving**
Served with Domestic Cheeses, Crackers, Breadsticks & Green Grapes

Chipotle-Chicken-Cheddar Flautas **$4.00 per serving**

Chips & Salsa **$7.00 per serving**
Warm Corn Tortilla Crisps, Roasted Salsa, Green Salsa & Pico de Gallo

Miscellaneous Items

Candy Bars **$4.00 each**
Assorted full size candy bars. May request specific type. Minimum order of 2 dozen.

Bar Mix **$3.50 per serving**
Includes and assortment of nuts, chips, and pretzels.

Exhibitor Order Form & Credit Card Authorization

Please Return This Page Only To:
210/225-4535 (Fax) 210/224-5120

Trade Show Name:		Show Dates:	
Location of Exhibits:	Booth Number:	Booth Name:	

Company Name:		On-site Contact: (Authorized signee)	
Phone #:		Phone #:	
Cell #:		Cell #:	
Fax #:		Fax #:	
Contact Email:			
Name on Card:		Billing Address:	
Card Number:	Exp Date:		
Security Code:			

Date	Time	Quantity	Item	Table Needed	Attendant Required	Price Per Unit	Total

Sign for authorization: _____

Sub Total:	
22% Service Charge:	
8.25% Sales Tax:	
Deposit	$200.00
Grand Total:	

***** PLEASE REMEMBER - TO SEND COPIES OF YOUR CREDIT CARD AND DRIVER'S LICENSE ALONG WITH YOUR SIGNED CREDIT CARD AUTHORIZATION *****
IF WE DO NOT RECEIVE – WE CANNOT PROCESS YOUR ORDER
ANY ADDITIONAL ORDERS TO BE BILLED TO CREDIT CARD ABOVE

SAN ANTONIO FIRE PREVENTION DIVISION
1901 SOUTH ALAMO STREET
SAN ANTONIO, TEXAS 78204

Revised June 26, 2008

Fire Regulations for Assembly Occupancies

Welcome to San Antonio and let us be one of the first to assist you in making your visit a momentous one. To ensure no last minute changes or unknown charges, please review the following basic outline of our fire code regulations. For more specific information on inquires about possible fees and special approvals, please contact our Special Events Coordinator at (210) 207-3695.

Seating and Booth Arrangements:

1. A floor plan of the layout for public events such as banquets, display exhibits, conventions, concerts or conferences should be submitted to the Fire Marshal for approval at least 21 days prior to the event.
2. All seating arrangements for events will be in accordance with NFPA 101, Life Safety Code, and 2006 International Fire Code, and approved by the Fire Marshal. Any special or unusual arrangements must be approved prior to tickets sales.
3. Exhibit approvals will require a final walk-through by the Fire Marshal prior to event opening. Walk-through conducted after normal work schedule, weekends or holidays will be at the expense of clients unless instructed otherwise.

Booth Construction, Decorations, and Stage Scenery:

4. The decorative and construction materials must be of non-combustibles or flame-resistant material or treated with a solution to make the material flame-resistant.
5. All curtains, drapes, carpet and decorative materials must be non-combustible or flame-resistant material.
6. Any merchandise or material attached to drapes or table skirts must be on non-combustible or flame-resistant material or approved by the Fire Marshal.

Enclosed and Multiple Story Booths:

7. All booths that are completely enclosed must have a smoke detector within the enclosed area that can be heard outside the enclosed area. Multiple story booths must have a smoke detector on the ceiling of the first level.
8. If any enclosed or multiple story booth is over 50 feet in length and holds more than 50 people, it must have at least two marked exits.
9. The travel distance within any booth or exhibit enclosure to an exit access aisle may not be greater than 50 feet.
10. Multiple Story Booth plans must be submitted to the Fire Marshal's office for approval. The plans must specify maximum number of occupants and have a structural engineer's stamp certifying that the platform can bear the maximum occupant load.
11. Multiple story booths must contain at least two 5 pound fire extinguishers, ABC type (2A10BC), with at least one fire extinguisher per floor.

Exits and Exit access and discharge:

12. All exit doors and aisles serving any occupied area of the building must remain unobstructed and unlocked during the hours of operation.
13. No curtain, drapes, or banners shall be hung in such a manner as to cover any exit signs.
14. No decorations, furnishings or other objects may be so placed as to obstruct exits or visibility to the exits. Mirrors may <u>not</u> be placed next to or over exit doors in such a manner as to confuse the direction of the exit.

15. Exit illumination shall be provided and maintained when the building or structure is occupied. Equipment providing emergency power for exits should provide power for not less than ninety (90) minutes and assembly illumination shall be maintained and operable at all times. (2006 IFC, Section 1006)

Open Flames, Compressed Gases, Explosives and Lasers:

16. The following items may not be used without prior approval of the Fire Marshal.
    A. Use, display or storage of LPG (Propane or Butane) (200 lb storage limit)
    B. Flammable Liquids of Gas
    C. Barbeque Grills
    D. Straw, sawdust, or wood shavings
    E. Welding or cutting equipment for demonstration purposes
    F. Gas fired appliances for demonstrations or cooking purposes
    G. Salamander stoves for demonstrations or cooking purposes
    H. Lit candles and lanterns for demonstration purposes
    I. No Class B or C Fireworks of any type are allowed without a permit issued by the Fire Marshal's office
    J. Helium filled balloons are not allowed in the Convention Facilities or Alamodome, as per regulations of the facility.
    K. Hazers/Fog Machines
17. The use of open flames, burning or smoke-emitting materials as part of an act, display or show is prohibited, unless approved by the Fire Marshal.

Cooking and Cooking Appliances:

18. Cooking is permitted on a limited basis. Small electric cook-tops, ovens and skillets will be allowed for warming. Small 2 ½ - gallon deep-fat fryers are also allowed.
19. Cooking appliances must be placed on non-combustibles surface materials and may not be located within two feet of any combustible materials.
20. All cooking using grease or cooking oils may require splatter shields or lids to protect other employees or the public attending the function from being burned.

Electrical Equipment:

21. Electrical equipment must be installed, operated and maintained in a manner that does not create a hazard to life or property and approved by the City Electrical Inspector.
22. All extension cords extending across an aisle or in the path of travel must be secured/covered to avoid tripping anyone walking across the area.

Vehicles:

23. The following are requirements for displaying vehicles and fuel powered engines. (2006 IFC, sect. 314.4) **This includes all vehicles (e.g.: cars, trucks, semi's, recreational vehicles, boats, motorcycles, atv's, jet ski's, etc).**
    A. Not more than ¼ tank or five (5) gallons, whichever is less.
    B. Fuel tank gas cap must be locked or sealed to prevent mishandling or escape of vapors.
    C. Battery cables must be disconnected from the ignition system.
    D. Vehicle operation is limited to brief parade type display specifically approved by the Fire Marshal.
    E. A floor plan of the display area must be submitted at least 21 days prior to move-in for the Fire Marshal's approved.
    F. Keys to the vehicle shall remain at the exhibit area, so the vehicle can be removed in case of emergency.
    G. Show vehicles with LPG tanks shall not be permitted inside the exhibit area without prior approval from the Fire Marshal.
24. No vehicle shall be parked in designated fire lanes.
25. All vehicles not on display are required to be removed from the building prior to the opening of the event.

Tents (over 200 Sq. Ft.) and Canopies (over 400 Sq. Ft.) require a Permit: (2006 IFC, sect. 2403.2)

26. All temporary installation of tents, awnings, canopies and other membrane structures requires prior approval by the Fire Marshal.
27. Plans drawn to scale showing size, height, location, anchoring details and certification of material flame resistance must be submitted to the Fire Marshal's office at least 21 days prior to event for approval.

Hazardous Materials:

28. OSHA requires that all containers of hazardous materials be labeled with the identity of the hazardous material contained therein and appropriate hazard warning.
29. All hazardous materials require Fire Marshal approval.
30. Exhibitors displaying or using hazardous chemicals must have available a Material Safety Data Sheet (MSDS) in case of spill or leakage.

General Regulations:

31. The use of all gas fire heating units; either portable or stationary shall meet the approval of the City Plumbing Inspector and/or the Fire Marshal.
32. Smoking is prohibited in all City of San Antonio buildings. Smoking policy is regulated by City Ordinances #62785, #75573, #85370 and facility regulations.
33. Storage for crates or freight not in use or being displayed must be arranged with the event coordinator and approved by the Fire Marshal.
34. Compressed gases are not allowed in the exhibit area in other than approved containers. Only one-day supply will be allowed in the display area and they must be secured.
35. Whenever compressed gases are used in booth or display area, a "NO SMOKING" sign must be posted.
36. If present, fire alarm systems and sprinkler systems must have a current inspection tag. (2006 IFC, sect. 901.6)
37. Every room or space that is an assembly occupancy shall have the occupant load of the room or space posted in a conspicuous place, near the main exit or exit access doorway from the room or space. (2006 IFC, sect. 1004.3)
38. In accordance with the 2006 International Fire Code (Section 403.1) "When, in the opinion of the Chief, it is essential for in a place of assembly or any place where people congregate, because of the number of persons, or the nature of the performance, exhibition, display, contest, or activity, the owner, agent, or lessee shall provide one or more fire watch personnel, as required and approved, to remain on duty during the times such places are open to the public, or when such activity is being conducted."

NOTICE: If lasers will be used during an event, the technician must be registered with Texas Department of Health (Bureau of Radiation Control). To notify the Texas Department of Health, call (512) 834-6688 ext. 2251 or Fax (512) 834-6690. All pyro displays require the technicians to be licensed and certified by the Texas State Fire Marshal's office (512) 305-7932 or 305-7930. At the expense of the client, one or more Fire Marshals will be employed for these events, unless directed otherwise.